



# 2019 – 2020 Catalog

*Start Here ... Go Anywhere!*



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*Georgia Military College*

*[www.gmc.edu](http://www.gmc.edu)*

# Table of Contents

WELCOME.....	12
A Letter from the President.....	12
A Letter from the Senior VP, Chief Academic Officer, and Dean of Faculty.....	13
2019-2020 ACADEMIC CALENDAR.....	14
Four Term Calendar .....	14
Five Term Calendar .....	14
ABOUT GEORGIA MILITARY COLLEGE.....	15
Our Heritage .....	15
Accreditation .....	16
Memberships.....	16
Our Vision.....	16
Our Mission.....	16
Strategic Initiatives.....	16
Our Purpose .....	17
Educational Goals.....	17
Strategic Planning .....	17
First Year Experience.....	19
CAMPUS ADMINISTRATION.....	20
GMC Board of Trustees.....	20
GMC Campus and Extension Center Administration .....	20
AUGUSTA CAMPUS.....	21
Campus Description .....	21
Admissions.....	21
Academic Support Services.....	21
Advising.....	22
Library and Tutoring Lab .....	22
Social Media .....	22
Financial Services.....	22
Clubs and Organizations .....	22
Student Lounge and Campus Store .....	23
Student ID Badges and Safety.....	23
Parking.....	23
COLUMBUS CAMPUS .....	24
Campus Description .....	24

Academic Support.....	24
Orientation.....	24
Advising.....	24
Tutoring.....	24
Library .....	24
Student Services.....	24
Parking.....	25
Clubs & Organizations .....	25
Social Media .....	25
FAIRBURN CAMPUS .....	26
Campus Description .....	26
Student Support Services.....	26
Student Organizations and Activities.....	26
Student Activities Center and Campus Bookstore.....	26
Library .....	27
Safety and Well Being.....	27
FAYETTEVILLE CAMPUS .....	28
Campus Description .....	28
Student Support Services .....	28
Student Organizations and Activities .....	28
Fayetteville Library .....	29
Student Lounge, Bulldog Café, Student Government Association (SGA) and Campus Bookstore .....	29
Safety and Well Being .....	29
MILLEDGEVILLE CAMPUS.....	30
Campus Description .....	30
Campus Resources .....	30
Sibley-Cone Library .....	30
Academic Support Services.....	30
Clubs and Organizations.....	31
Commons and Campus Bookstore.....	31
Student Health Services .....	31
Safety and Well Being – Campus Police .....	31
Additional Milledgeville Buildings and Grounds .....	32
Academic Affairs Administration .....	32
Academic Records Administration .....	32
Admissions and Welcome Center.....	32
Baugh Barracks .....	32
Center for Teaching and Learning.....	32
Cordell Events Center .....	32
Couch Field.....	32

Craig Field and Horace Ray Field House .....	32
Davenport Field .....	32
Grant Parade.....	32
Institutional Development.....	33
Jenkins Hall .....	33
Kidd Health and Wellness Center (KHWC) .....	33
Lake Recreational Center .....	33
Parham Hall.....	33
Parnell Ruark Athletic Complex .....	33
Patton Hall.....	33
Boylan Hall & Miller Hall .....	33
Wilder Hall .....	34
Victory Hall .....	34
VALDOSTA CAMPUS.....	35
Campus Description.....	35
Admissions.....	35
Campus Resources.....	35
Academic Success Center .....	35
Student Learning Labs.....	35
Library .....	36
Advising Center .....	36
Financial Services.....	36
Student Organizations/Activities .....	36
Social Media .....	37
Student Dining Services .....	37
Student Center .....	37
Parking.....	37
Student ID.....	37
Bookstore.....	37
WARNER ROBINS CAMPUS.....	38
Campus Description .....	38
Campus Resources .....	38
Admissions.....	38
Advising Center and Testing Center .....	39
Bookstore .....	39
Business Office/Financial Aid .....	39
Library .....	39
Parking/Transportation .....	39
Student Center .....	39
Student ID .....	39
Student Organizations and Activities.....	40

Writing Center and Math Tutoring Center .....	40
GLOBAL ONLINE CAMPUS .....	41
EXTENSION CENTERS .....	42
ADMISSIONS INFORMATION .....	44
Office of Admissions Directory and Contact Information .....	44
Application Process .....	46
Application Deadlines.....	46
Admissions Categories.....	47
Unconditional Admission Policy .....	47
Conditional Admission Policy .....	47
Provisional Admission Policy .....	47
Minimum Requirements for Regular Freshman Admission .....	47
Placement Examinations.....	47
Placement Scores and Evaluation.....	48
Transfer Admissions Requirements for AA, AS and AAS .....	49
Admissions Requirements for Bachelors of Applied Science (BAS) Program.....	50
Non-Traditional Admissions.....	51
Auditing a Class .....	51
Home-Schooled Student Admissions.....	51
Dual Enrollment.....	51
Admissions Standards – Dual Enrollment Program .....	52
Admission Standards – Dual Enrollment Program/HomeSchooled Students .....	52
Dual Enrollment Students with Disability .....	53
Joint Enrollment.....	53
International Students Admissions.....	53
Non-Degree Seeking Student Admissions.....	54
Transient Student Admissions .....	54
Readmission of Former GMC Students .....	55
Readmission of GMC Graduates.....	55
Admission of Students on Suspension.....	55
Former GMC Students .....	55
Transfer Students .....	55
Academic Seminar .....	56
Admissions General Information.....	56
New Student Orientation.....	56
Articulation Agreements.....	56
Right to Refuse Admission.....	56
Transfer of Credit – AA, AS, AAS Degree Programs .....	57
Transfer of Credit – BAS Degree Programs.....	58
Non-Traditional Credit Transfer .....	59

Technical College Credit Policy .....	62
Residency Requirement.....	63
Veterans .....	63
CORPS of CADETS.....	64
Becoming a Cadet.....	65
Cadet Corps Stipulations.....	65
Further Stipulations .....	66
Immunizations/Screenings.....	66
Reserve Officers' Training Corp (ROTC) Classes.....	66
Athletics/Student Activities .....	66
Football Team Members .....	66
Rifle Team.....	66
Color Guard/Drill Team .....	67
Ranger Club.....	67
Ranger Challenge Team .....	67
Cadet Financial Information.....	67
Expenses .....	67
Room Damages.....	67
Scholarships Available .....	67
Army ROTC.....	67
Qualifications for ARMY ROTC ECP.....	68
Basic Camp Training.....	69
ROTC ECP – Military Junior College (MJC) Scholarship.....	69
Voluntary Training .....	69
FINANCIAL INFORMATION .....	70
Tuition and Fees.....	70
Textbooks and Supplemental Material.....	70
Seated Classes .....	70
Online Classes .....	70
Fees .....	71
Cadet/Resident Fees .....	71
ID Cards .....	71
Student Refunds.....	71
1098-T.....	71
Business Office Directory .....	73
FINANCIAL AID.....	74
Student Rights and Responsibilities for Financial Aid Eligibility .....	74
Application Process .....	75
GMC Federal School Code 001571 .....	75
Steps for Applying for Aid.....	75

Determining Eligibility.....	76
Basic Eligibility Criteria .....	76
Financial Aid Procedures .....	77
Important Dates.....	77
Outside Scholarships .....	77
Types of Aid .....	77
Federal Grants/Scholarships.....	78
Federal Pell Grant Program .....	78
Federal Supplemental Educational Opportunity Grant (FSEOG).....	78
Georgia Scholarships .....	79
HOPE Scholarship .....	79
HERO Scholarship.....	79
Zell Miller Scholarship .....	79
Georgia Grants.....	79
Georgia Tuition Equalization Grant (GTEG) .....	79
Public Safety Memorial Grant .....	79
Georgia HOPE GED Grant.....	79
Dual Enrollment.....	80
Application Process.....	80
Loan Programs .....	80
Federal Direct Loan Programs.....	80
Interest Rates for the 2019-2020 Academic Year.....	81
Federal Direct PLUS .....	81
Glossary of Terms for Award Notifications .....	82
Federal Student Aid (FSA) Ombudsman Group .....	82
Student Employment.....	83
Scholarships .....	83
Foundation Endowed Scholarships.....	83
GMC Institutional Scholarships.....	84
GMC Cadet Scholarships .....	85
GMC Athletic Performance Scholarship.....	87
Private Scholarships.....	87
International Student Scholarships.....	87
Veterans Benefits .....	88
GMC Work Program.....	88
Financial Aid Policies .....	89
Academic Year Definitions for Federal Student Aid Purposes.....	89
Satisfactory Academic Progress (SAP).....	89
Monitoring Periods and Warnings .....	89
Evaluation Criteria .....	90

Minimum Cumulative GPA Standard.....	90
Regaining Financial Aid Eligibility.....	90
Completion Rate Standard.....	91
Quantitative Completion Rate Standards.....	91
How to Regain Financial Aid Eligibility for Completion Rate Standard .....	91
Completion Rate Warning .....	91
Maximum Credit Standard.....	91
How to Regain Financial Aid Eligibility for Maximum Credit Standard.....	91
Appeal for Probationary Term.....	91
Maximum Credit Appeals .....	92
Retroactive Federal Student Aid.....	92
Learning Support Services and Financial Aid.....	92
Transient Students and Financial Aid .....	93
Withdrawal/Return of Title IV Funds (R2T4) Policy.....	93
Return of Title IV (Federal) Financial Aid.....	93
Order of Funds to be Returned.....	93
Refund of Funds from the Georgia Student Finance Commission (GSFC).....	93
Refund of Private Scholarships, Grants and Loans .....	94
Example of a Refund and Return of Title IV Financial Aid.....	94
Financial Aid Directory .....	95
STUDENT AFFAIRS .....	96
Honor Societies.....	96
Phi Theta Kappa.....	96
Mu Alpha Theta.....	96
Intercollegiate Athletics.....	96
Cross County, Women's Softball, Football, Golf, Women's Golf, Rifle Team, Women's Soccer.....	97
Men's Soccer, Intramural Sports .....	98
Student Publications .....	98
Reflections .....	98
Student Organizations.....	98
Student Government Association (SGA).....	98
Student Activities Committee .....	98
Alpha Phi Omega .....	98
Campus College-Sponsored Clubs with Faculty Advisors.....	99
Chorus.....	99
Ethics Bowl Team .....	99
Student Handbook .....	99
Student Rights and Responsibilities.....	99
Correspondence.....	99
Citizenship .....	100



Policy on Drugs and Alcohol.....	100
Title VI of the Civil Rights Act of 1964.....	101
Title IX of the Higher Education Act of 1972 .....	101
Family Educational Rights and Privacy Act.....	101
Policy Concerning Students Records .....	102
Submitting and Resolving Student Complaints .....	103
ACADEMIC SUCCESS CENTER.....	105
Academic Advising.....	105
Academic Alert Program .....	105
Tutoring.....	106
Academic Suspension Program.....	106
STUDENT DISABILITY SERVICES .....	107
Policies and Procedures for Students with Disabilities.....	107
Definitions.....	107
Contact Person.....	107
Rights and Responsibilities of the Institution .....	108
Rights and Responsibilities of the Individual .....	109
Verification Process.....	110
Process for Disability Services at GMC.....	110
Verification Status.....	111
Procedure for Requesting Accommodations Each Term .....	111
Procedure to Request a Change of Approved Accommodations.....	112
ACADEMIC AFFAIRS .....	113
Directory: Academic Affairs .....	113
Directory: Campus Registrar Services .....	113
Learning Support Services (LSS) .....	114
LSS Definition and Guidelines .....	114
LSS Procedures.....	114
Repeating an LSS Course .....	114
ACADEMIC POLICIES AND PROCEDURES .....	115
Student Academic Responsibility.....	115
Student Classification by Quarter Hours.....	115
Advising and Registration Process.....	115
Declaring or Changing a Program Major .....	115
Overload Requests .....	115
Independent Study Class.....	116
Transient Course Request Policy .....	116
Repeating a Non-LSS Course .....	116
Grading System.....	117
LSS Grading Scale.....	118

Explanation of Letter Grades .....	118
Dropping/Adding Courses.....	119
Class Attendance, Withdrawal, and Disenrollment Policy .....	119
Classroom Attendance Policies.....	119
Withdrawals .....	120
Disenrollments .....	121
Financial Impacts for Dropping, Withdrawing, or Being Expelled from a Course.....	121
Refund Policy for Dropping a Course .....	121
Impact of Drop/Add, Withdrawal or Expulsion on Student's Eligibility for State Funds .....	121
Refund Policy for Students Receiving Title IV Funds.....	122
Student Academic Dishonesty Policy .....	122
Academic Appeals Process .....	123
Academic Petitions Policy and Process Policy Statement.....	123
Definition of an Appeal .....	123
Academic Grade Appeal Process.....	123
Academic Warning, Probation and Suspension.....	124
Standards of Satisfactory Status.....	124
Determination of Initial Academic Standing for Transfer Students.....	124
Reinstatement.....	125
Graduation.....	125
Residency Requirement in Relation to Academics.....	125
Degree Completion .....	125
Reverse Transfer. ....	125
Graduation Ceremonies .....	126
Transcripts.....	126
Release of Official College Transcripts .....	126
Academic Honors .....	126
President's List.....	126
Dean's List .....	126
Graduation with Academic Honors.....	127
PROGRAMS OF STUDY .....	128
Associate Degree Programs Leading to a Four-Year Degree .....	128
Bachelor of Applied Science (BAS) Degree Programs .....	128
Majors Leading to Pre-Professional Studies .....	129
Core Curriculum.....	129
Competency Requirements .....	129
Written Communication Competency .....	129
Quantitative Competency, Critical Thinking Competency, Global Literacy Competency .....	130
Problem Solving Competency .....	130
US Georgia History/Constitution Requirements .....	130
Core Curriculum for the Associate of Arts Degree.....	131

Core Curriculum for the Associate of Science Degree .....	133
Core Curriculum for the Associate of Applied Science Degree .....	135
ASSOCIATE DEGREE PROGRAM CONCENTRATIONS .....	136
Art Studio, (AA) .....	136
Biology, (AA, AS) .....	137
Business Administration, (AA, AS) .....	138
Communication, (AA, AS) .....	139
Computer Science, (AS) .....	140
Criminal Justice, (AA, AS, AAS) .....	141
Cyber Security, (AS) .....	143
Education Early Childhood, (AA, AS) .....	144
Education Middle Grades, (AA, AS) .....	145
English, (AA) .....	146
General Studies, (AA, AS, AAS) .....	147
History, (AA) .....	148
Homeland Security and Emergency Management, (AA, AS) .....	149
Information Systems and Analytics, (AAS) .....	150
Information Technology, (AS) .....	150
Kinesiology, (AS) .....	151
Logistics Management, (AA, AS) .....	152
Management Information Systems, (AAS) .....	153
Mathematics, (AA, AS) .....	154
Operations Management, (AAS) .....	155
Paralegal Studies, (AA, AS) .....	156
Political Science, (AA, AS) .....	157
Pre-Nursing, (AA, AS) .....	158
Psychology, (AA, AS) .....	159
Social Work, (AA, AS) .....	160
Sociology, (AA, AS) .....	161
COURSES OFFERED .....	162
Courses Participating in the Off-Campus Study Program .....	162
Course Numbering .....	162
Course Descriptions .....	162
Accounting .....	162
Anthropology .....	163
Aerospace Studies .....	163
Art .....	164
Biology .....	165
Business .....	167
Chemistry .....	168
Communication .....	168

Computer Information Systems .....	169
Criminal Justice .....	171
Economics .....	172
Education .....	173
English .....	173
French .....	174
Geography .....	175
German .....	175
Health and Physical Education.....	175
History .....	176
Homeland Security .....	177
Interdisciplinary Science .....	177
Kinesiology.....	177
Management.....	178
Mathematics .....	178
Military Science .....	180
Music.....	182
Nutrition.....	183
Paralegal.....	184
Perspectives.....	184
Philosophy.....	185
Physical Education .....	185
Physics .....	186
Physical Science .....	186
Political Science .....	187
Psychology .....	187
Reading.....	188
Religion.....	188
Social Work .....	188
Sociology .....	189
Spanish .....	189
Theater .....	190
Wellness.....	190
<b>BACHELOR OF APPLIED SCIENCE (BAS) DEGREE PROGRAMS.....</b>	<b>191</b>
Business Management, (BAS).....	191
Supervision and Management, (BAS) .....	193
Supply Chain Management and Logistics, (BAS).....	195
<b>COURSES OFFERED in BAS Degree Programs .....</b>	<b>197</b>

# WELCOME

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## A Letter from the President

To Our Students:

Every great success story begins with a seized opportunity. One opportunity— properly cultivated— can grow to be the difference between a life that changes the world and a life unused. At Georgia Military College, we make it our mission to help you discover your talent, unlock your potential, and challenge your mind. Put simply, we're in the business of providing opportunity.

I implore you to grab hold of the opportunities you find here, and stretch them to their limits. That's no easy feat. It will require commitment, discipline, and character above all, but the reward will be priceless.

The mission of Georgia Military College is to produce educated citizens and contributing members of society in an environment conducive to the development of the intellect and character of its students. When we say “start here, go anywhere,” we mean it! That's why we offer 26 two-year degree programs, plus three four-year BAS programs developed primarily for technical school graduates in Georgia to continue with their educational goals.

At GMC, we'll provide you with all the resources you need to succeed. Take advantage of those resources, and work with your advisor to create a plan that will make your education serve your hopes and dreams for the future.

As you peruse our course catalog, it's my hope that you won't think of it as a list of classes, but as a set of directions to guide you on your educational journey. Whatever your future holds, whatever your contribution to the world will be, it will begin right here in the classrooms at GMC.

President William B. Caldwell, IV  
Georgia Military College



## A Letter from the Senior VP, Chief Academic Officer, and Dean of Faculty

Welcome to Georgia Military College (GMC). Our #1 strategic initiative is “Contribute to Student Success.” Our goal is to help you to be successful, both during the time you are here with us and after you leave. This is indeed a partnership and you are the critical element. We will provide you with experiences and opportunities to help you be successful, but you must be committed. In today’s world, the one constant that we can count on is change. The individuals who can learn and think on their own will be the most adaptable, the most innovative, the most forward leaning, the most valued, and the most successful people.

The faculty, staff, and administrators at Georgia Military College are committed to help you. We are a learner-centered institution and our goal is to help you learn how to learn and to become a life-long independent learner. All of our faculty are educated in their discipline (mathematics, history, science, etc.) and are knowledgeable in learner-centered instruction. They know their subject area and they know how to help you learn. I encourage you to get to know your professors, advisors, and staff. Utilize them as mentors as you proceed down the path toward a degree. You will find these professionals to be very caring and helpful people who are interested in your success.

Several years ago, GMC developed and implemented a First Year Experience (FYE) program in order to enhance student success and support the sometimes difficult transition during the first year of college. As a part of FYE, a new course, Perspectives 101 College Success, was added. The course is designed to help you learn more about what GMC has to offer and where to turn for help or assistance when needed. This course also teaches learning strategies to support your academic success at GMC.

To further support you in being successful, GMC has an Academic Success Center that provides free tutoring, supports the advising process, conducts placement testing to ensure that students are placed in the appropriate level course, and supports the academic alert program to identify and support, as early as possible, students who need additional academic support.

Never before in our history have we had such easy access to vast amounts of information. Unfortunately, not all of this information is accurate or precise. Georgia Military College is addressing this issue by providing students with access to authoritative databases of information. This type of information is provided by experts in a field or discipline and it has been reviewed and approved by other experts in the field or discipline. Faculty members and our library staff will support you in your use of these information databases.

Critical thinking ranks high in the skills or competencies that faculty want students to acquire. It also ranks high in the skills and competencies that employers are looking for in their employees. Because of the importance of critical thinking, Georgia Military College has developed an institution-wide Quality Enhancement Plan (QEP) that focuses on enhancing the critical thinking skills of our students.

By choosing Georgia Military College, you have taken the first step in becoming an educated and ethical member of society. Upon graduating you can leave here with the knowledge and comfort that you have been well prepared to continue with your college education toward a four-year degree (or higher) or to enter the workforce.

Throughout your journey toward graduation, please remember that you are not alone in this endeavor. Your professors, advisors, tutors, staff members, and the administration want you to be successful in reaching your goals. While you are here and even after you graduate, you will be a part of the Georgia Military College family--a caring family, rich in tradition and history.

Sincerely,  
P.M. Holmes, Ph.D.  
Chief Academic Officer and Dean of Faculty



# 2019-2020 ACADEMIC CALENDAR

## Four Term Calendar

Milledgeville (MIL) and Milledgeville Online (MLO)

Four Term-MNC/MLO	Fall 2019	Winter 2020	Spring 2020	Summer 2020
Registration Begins	Mar 11	Sept 16	Jan 6	Mar 16
Registration Ends	Aug 11	Nov 3	Feb 16	May 24
Late Registration Begins	Aug 12	Nov 4	Feb 18	May 25
Late Registration Ends	Aug 25	Nov 17	Mar 1	Jun 7
Classes Begin	Aug 26	Nov 18	Mar 2	Jun 8
Drop/Add Begins	Aug 26	Nov 18	Mar 2	Jun 8
Drop/Add Ends	Aug 27	Nov 19	Mar 3	Jun 9
Add only with the permission of the Academic Dean	Aug 28-30	Nov 20-22	Mar 4-6	Jun 10-12
Midterm	Sept 30	Jan 15	Apr 13	Jul 2
Last date to withdraw without academic penalty	Oct 29	Feb 14	May 12	Jul 23
Classes End-MIL	Nov 5	Feb 21	May 19	Jul 30
Exams End-MIL	Nov 5	Feb 21	May 19	Jul 30
Grades Due	Nov 7	Feb 24	May 20	Aug 3

*Note: MLO classes/exams will end on Aug 2<sup>nd</sup> for the 2020 Summer term.*

## Five Term Calendar

Albany, Augusta, Columbus, Dublin, Eastman, Fairburn, Fayetteville, Madison, Global Online Campus, Sandersville, Stone Mountain, Valdosta, Warner Robins, and Zebulon

Five Term - CMP	Fall 1 2019	Fall 2019	Winter 2020	Spring 2020	Summer 2020
Registration Begins	Mar 25	Aug 5	Oct 14	Jan 15	Mar 16
Registration Ends	Jul 21	Sept 22	Dec 13	Mar 2	May 17
Late Registration Begins	Jul 22	Sept 23	Jan 2	Mar 3	May 18
Late Registration Ends	Aug 4	Oct 14	Jan 12	Mar 17	May 29
Classes Begin	Aug 5	Oct 15	Jan 13	Mar 18	Jun 1
Drop/Add Begins	Aug 5	Oct 15	Jan 13	Mar 18	Jun 1
Drop/Add Ends	Aug 6	Oct 16	Jan 14	Mar 19	Jun 2
Add only with the permission of the Academic Dean	Aug 7- 9	Oct 17-18	Jan 15-17	Mar 20-25	Jun 3-5
Midterm	Sept 3	Nov 12	Feb 10	Apr 14	Jun 24
Last date to withdraw without academic penalty	Sept 24	Dec 3	Mar 3	May 14	Jul 10*
Classes End	Oct 1	Dec 10	Mar 10	May 21	Jul 17
Exams End	Oct 1	Dec 10	Mar 10	May 21	Jul 17
Grades Due	Oct 3	Dec 12	Mar 12	May 22	Jul 27

*Note: OLC classes/exams will end on Jul 24<sup>th</sup> for the 2020 Summer term.*

*\*Check Moodle for specific withdrawal announcements for OLC Summer term classes.*

*Start Here ... Go Anywhere!*

# ABOUT GEORGIA MILITARY COLLEGE

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## Our Heritage

Georgia Military College was established in 1879 by act of the Georgia General Assembly as a, public, non-affiliated University System of Georgia (USG), educational institution. Initially named “*Middle Georgia Military and Agricultural College*,” the college was renamed “Georgia Military College (GMC)” in 1900. In the establishing act, the Georgia General Assembly stipulated that the College was to be located in Milledgeville, Georgia on the grounds of the former 1803-1868 state capital.

From its inception in 1879 until 1952, the College served as a high school for the city of Milledgeville and Baldwin County. In 1930, the Georgia Military College Board of Trustees, with state of Georgia approval, added the junior college program. In 1946 the United States War Department designated GMC a military institution—a place where federally funded and approved military training would be conducted. In 1950, GMC became a designated Military Junior College with a full ROTC program. Beginning in 1971 with the establishment of statewide supporting campuses and extension centers, Georgia Military College became an essential provider of secondary and post-secondary educational opportunity open to the citizens of Georgia and to the men and women serving in Georgia in the armed forces of the United States.

The Milledgeville campus houses the President and senior administrators of Georgia Military College. Also located in Milledgeville are the GMC Preparatory School (grades 3-12) and the GMC residential U.S. Army Senior Reserve Officer Training Program (SROTC). The College includes a main campus at Milledgeville, supporting campuses in Augusta, Columbus, Fairburn, Fayetteville, Valdosta, and Warner Robins, and extension centers in Albany, Dublin, Eastman, Madison, Sandersville, Stone Mountain, and Zebulon—all in Georgia. A Milledgeville-based global online campus serves students state and nation-wide and also serves enrolled members of U.S. military services who are deployed worldwide.

Georgia Military College awards three associate degrees with concentrations in multiple disciplines: the Associate of Arts, the Associate of Science, and the Associate of Applied Science. Each degree includes a core curriculum composed of transferable courses in the humanities, natural sciences, mathematics/technology, and the social sciences. Programs of instruction concentrate on developing associate degree-level skills and knowledge needed by students who are preparing to transfer to four-year colleges and universities or who need associate degree credentials to enter and advance in selected career fields. Additionally, for students with an associate of applied science degree (or the requisite number of technical/occupational credit hours), GMC offers a curriculum designed to support student attainment of a Bachelor of Applied Science degree. Unique within the state of Georgia, Georgia Military College is authorized by 1980 Public Law to host a U.S. Army-conducted and funded “*Early Commissioning Program (ECP)*.” GMC student/cadets who satisfactorily complete the academic and military requirements of the ECP program may be appointed upon graduating from GMC at the end of two years as reserve officers in the Army in the grade of Second Lieutenant.

Georgia Military College believes in concurrently developing the intellect and elevating the character of its students. Each course of study includes a component that focuses on developing ethical and critical thinking skills. The blending of a learning-based curriculum with an Ethics-Across-the-Curriculum focus provides a unique educational experience for every GMC student. The aim of this blending is to produce learners who are contributing citizens – citizens who are equipped and committed to making a difference in the communities where they live, work, and study. The continuation of this historic character-based focus from its 1879 beginnings is a distinguishing characteristic of this twenty-first century educational institution, which is Georgia Military College.



## Accreditation

Georgia Military College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and bachelor of applied science degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Georgia Military College.

## Memberships

The college maintains memberships in the following organizations: The Association of Military Colleges and Schools of the United States (AMCSUS); The National Junior College Athletic Association (NJCAA); The Georgia Collegiate Athletic Association (GCAA); National Association of Two-Year Athletic Directors (NATYCAA); The American Association of Collegiate Registrars and Admissions Officers (AACRAO); The Southern Association of Collegiate Registrars and Admissions Officers (SACRAO); The Georgia Association of Collegiate Registrars and Admissions Officers (GACRAO); Georgia Association of Veteran Certifying Officials (GAVCO); Southeastern Council on Military Education (SECoME); Council of College and Military Educators (CCME); The Transfer Evaluation System with College Source; Georgia Association of Financial Aid Administrators (GASFAA); National Association of Financial Aid Administrators (NASFAA); Southern Association of Financial Aid Administrators (SASFAA); and The Council for Advancement and Support of Education (CASE).

GMC is approved for certifying veterans' benefits and is listed by the U.S. Office of Education in the Higher Education Directory.

## Our Vision

In its Vision 2029, GMC will be a nationally recognized leader providing a character-based higher education, improving students' personal well-being and giving hope for a brighter future. The vision is achieved by being accessible to any student desiring a character-based college level education, being the best two-year college in the state of Georgia and among the top five in the nation, being nationally recognized as a "best value" college, being recognized as a military friendly school, being nationally recognized in the top ten fastest growing community colleges, being nationally recognized as a leader in the innovation and delivery of individual learning support services, being nationally recognized as a leader in the innovation of programs, and by increasing scholarship endowments to make education affordable.

## Our Mission

The mission of Georgia Military College (GMC) is to produce educated citizens and contributing members of society in an environment conducive to the development of the intellect and character of its students, regardless of location or method of delivery. College students are offered a liberal arts-based, two-year undergraduate curriculum designed to support student attainment of an associate degree and prepare students for transfer to four-year colleges and universities. Students with an associate of applied science degree are offered a curriculum designed to support student attainment of a Bachelor of Applied Science degree. For selected college students who enroll in the Reserve Officer Training Corps (ROTC), and preparatory school students in the Junior ROTC program, GMC includes a military training and education component.

## Strategic Initiatives

GMC's programs are guided by its strategic initiatives, otherwise known as "The Four Big Ideas":

- ✓ **Contribute to Student Success**
- ✓ **Grow Enrollments**
- ✓ **Think and Act as One Institution**
- ✓ **Invest in the Future of Georgia Military College**

## Our Purpose

Georgia Military College will be successful in the educational development of citizens through integration of two dimensions of education: development of the intellect and elevation of character. Possession of these two dimensions, which includes the capacity to act upon one's knowledge, provides an individual the ability to function as a responsible citizen within a republic. Georgia Military College graduates shall have an appreciation for the centrality of education as a lifelong pursuit.

Georgia Military College will produce citizens who serve as role models by actively involving themselves in their communities and in the democratic process. This interaction will be accomplished by creating and continually refining formal ethics programs, providing time for reflection, and training students in right behaviors. The institution will encourage all members of the educational community—students, faculty, and staff—to work in partnership with the communities in which they live.

Georgia Military College graduates will understand the importance of and the need to respect the dignity and humanity of others. They will be sensitive to persons of diverse backgrounds with different values and ways of communicating.

Concurrent with the accelerating growth of information and derived knowledge, the focus at Georgia Military College will be to teach students how to learn so as to increase their adaptability to changing conditions. Students will be taught to think critically and to have confidence in their abilities to act within a global environment.

Georgia Military College will employ quality faculty and staff and develop facilities focused on the successful achievement of both dimensions of education. The primary focus of the faculty will be on excellence in teaching and the expansion of their knowledge and skills as teachers. The institutional staff will be student oriented and professionally competent. Facilities will reflect state-of-the-art capabilities and will contribute directly to the creation and maintenance of the desired learning environment.

## Educational Goals

Georgia Military College students develop and demonstrate the intellectual competencies, which are essential in educational and life endeavors. These include:

- Written Communication
- Quantitative Literacy
- Critical Thinking
- Global Literacy
- Problem Solving

Georgia Military College students develop respect for self; examine attitudes, values and assumptions; and consider and accept responsibility for the consequences of their actions and decisions.

## Strategic Planning

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. Strategy has many definitions, but generally involves setting goals, determining actions to achieve the goals, and mobilizing resources to execute the actions. There are three levels of institutional planning at GMC: (1) strategic planning level (2) operational planning level, and (3) tactical planning level. At the Strategic level, the President provides the overall intent and approves the strategic goals; at the operational level, the Executive and Senior Vice Presidents develop programs to achieve the President's intent and goals, and at the tactical level, individual tasks are assigned to members within the institution to create action and departmental improvement plans to implement the programs. The institution conducts systematic, on-going reviews and it is through this process that GMC reviews outcomes of its plan,

improves institutional quality and accomplishes the mission. The planning process informs decision making for the development of the budget.

GMC's strategic planning process establishes and maintains the overall direction of the college, while the operational and tactical planning levels establish the detailed objectives for each academic and departmental unit of the college.

Within our Strategic Plan is where you will find the college's strategic initiatives and goals. As stated earlier, GMC's strategic initiatives are our "Four Big Ideas": Contribute to Student Success, Grow Enrollments, Think and Act as One Institution, and Invest in the Future of GMC. Within each of these initiatives, there is a strategic goal. These strategic goals are the framework for determining the operating initiatives and goals that are formed at the operational planning level.

Operating initiatives also have specific goals built in, providing a goal-to-goal perspective on any particular issue. The operational planning level is where actionable programs are developed and guidance toward how improvements will be implemented. It's within the tactical planning level where these actionable programs will be further delineated and described within the use of "action plans" which are the immediate short-term activities required in achieving the goals at the operational and strategic levels.

Outlined below you will find an overview of GMC's strategic plan as defined by strategic initiatives and goals, and operating initiatives and goals.

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### ✓ *Contribute to Student Success*

Strategic Goal: By 2029, increase graduation / transfer rate to 80% from four operating initiatives, which are, increase the graduation rate, increase transfer out rate, increase the number of graduates, and increase course completion rates.

### ✓ *Grow Enrollments*

Strategic Goal: By 2029, increase full-time equivalent (FTE) enrollment to 9,152 students from four operating initiatives, which are – military student / dependent expansion, new program expansion, new campus expansion, and dual enrollment expansion.

### ✓ *Think and Act as One Institution*

Strategic Goal: By 2019, 100% of all GMC policies/procedures are standardized from two operating initiatives, which are vertical alignment, and branding.

### ✓ *Invest in the Future of GMC*

Strategic Goal: By 2029, the valuation of the GMC Foundation will be \$80 million dollars from three operating initiatives, which are - establishing a capital campaign, building public/private partnerships and optimizing our return on investment (ROI).

## First Year Experience

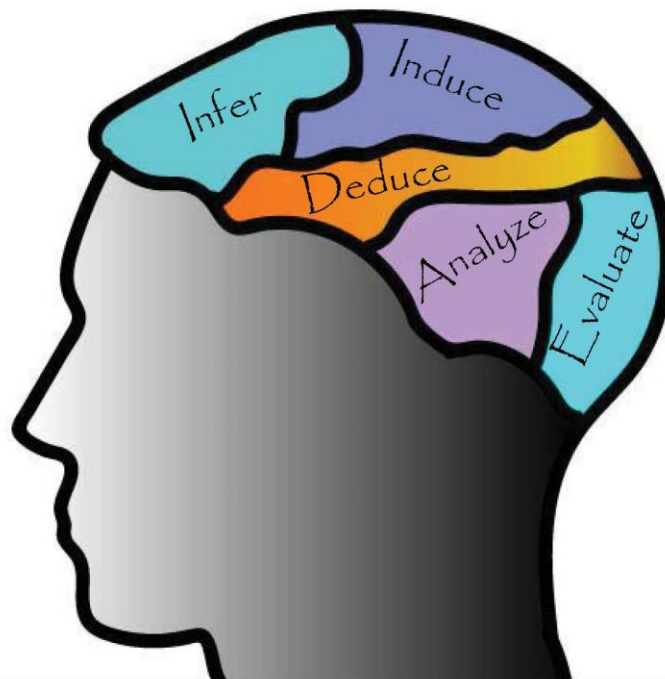
The First Year Experience (FYE) at Georgia Military College has been designed to introduce first-year students to the resources of GMC so that they might maximize their time and opportunities here. The First Year Experience program seeks to help new students succeed academically through its cornerstone class, PER 101 - College Success, and socially through New Student Orientation, the Student Ambassador program, and other initiatives designed to engage the first-year students in the activities and culture of the college and to ease their transition to college and its opportunities and challenges. GMC students' First Year Experience continues as they accomplish program goals to encourage character development and critical thinking in its follow-on course, PER 201.

Each campus has its own First Year Experience Department Chair and Student Ambassadors whose jobs are to help new students transition into the intellectual, social, and cultural life of Georgia Military College at that campus and to plan for and achieve success there and beyond.

### Perspectives 201

Critical Thinking and Character Development

Dr. Susan Isaac, Dr. Derek Stone and Beth Jones




**cap·stone:** /ˈkɑp,stōn/ (noun) *the high point, the crowning achievement*

# CAMPUS ADMINISTRATION

## GMC Board of Trustees

Randall A. New	Chairman, District 2	Rev. Tony Fraley	District 1
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Mary Parham Copelan	Mayor of Milledgeville	Ken Vance	District 4
		Mike Cobb	District 6

## GMC Campus and Extension Center Administration

Executive Director or Vice President	Dean of Students /Assistant Director	Academic Dean	Campus Location
Shana Reid, Executive Director	Jennifer Montgomery, Dean of Students/Assistant Director	G. Brian Hendricks, Academic Dean	Augusta Sandersville
Holly Arnold, Executive Director	Amber Staples, Dean of Students/Assistant Director	Amy Sandy, Academic Dean	Columbus
BG Scott F. "Rock" Donahue, Executive Director	Natonya Moss, Dean of Students/Assistant Director	Michelle Lockett-Lewis, Academic Dean	Fairburn Stone Mountain
BG Scott F. "Rock" Donahue, Executive Director	Pamela McKenzie-Rundle, Dean of Students/Assistant Director	Dr. N. Josiah Pamoja, Academic Dean	Fayetteville Zebulon
COL Nelson Kraft, Executive Director	COL Steve Pitt, Commandant of Cadets & Dean of Students	Laura Booth, Academic Dean	Milledgeville Madison
Jody Yearwood, Vice President	Brooke Bruton, Dean of Students/Assistant Director	Jeff Wells, Academic Dean	Global Online Campus
Billie Washburn, Executive Director	Latoya Costello, Dean of Students/Assistant Director	Robert Norman, Academic Dean	Valdosta Albany
Ted Ramsdell, Executive Director	Paul McCord, Dean of Students/Assistant Director	Alice Flagg Smith, Academic Dean	Warner Robins Dublin/ Eastman
Extension Center Directors	Extension Center Location		
Melanie King	Albany		
Priscilla Smith	Dublin		
Erik Walton	Eastman		
Leigh Aldhizer	Madison		
Terri Davis	Sandersville		
Janis Anderson	Stone Mountain		
Latonya Holmes	Zebulon		



# AUGUSTA CAMPUS

## Campus Description

In 1969, Georgia Military College Augusta became the first distance location campus for Georgia Military College. The classes were initially held at Fort Gordon exclusively, but in the 1990s the campus moved to a central and convenient Augusta location. A variety of classes are still held at the Education Center on base and at our Davis Road location.

The Davis Road location is easily accessible for anyone in the Central Savannah River Area (CSRA). The convenient location, just a mile from I-20 and I-520, as well as being on the city bus route means that transportation and commutes should not be an issue for students.

This campus accommodates busy schedules by offering a wide variety of flexible class scheduling options. Students can choose to take day, night, weekend, or fully online classes. Augusta students who take fully online classes still have access to our many useful campus resources. Students may arrange to take a mixture of classes at either of our campuses each quarter. Fall 1, Fall, Winter, and Spring terms are offered on a nine-week schedule, while Summer classes meet for eight weeks.

At the Davis Road location, students will find faculty and staff offices, classrooms, the Library, a tutoring center, a student lounge and much more. To offer students the most adaptable and interactive learning environment possible, this location is a “Bring Your Own Device” (BYOD) campus. This means that every student should have their own laptop or other acceptable internet ready device with them while they are on campus. This contributes to the learning environment on campus as well as preparation for subsequent university education. To allow for proper utilization, the campus has a wireless mesh network that expands throughout the whole campus ensuring that internet connectivity is not an issue.

### LOCATIONS:

#### Augusta

115 Davis Road, Martinez, GA, 30907

#### Fort Gordon

271 Heritage Park Lane, Building 35200,  
Fort Gordon, GA 30905



## Admissions

New students to Georgia Military College Augusta are assigned to an admissions counselor based on their last name. The admissions counselor is there to help the student through every step of the admissions process. They provide assistance with completing applications, degree information, external transcript requests and more. Counselors are knowledgeable about various types of enrollment such as Dual Enrollment, Home-School admissions, and Transient admissions. New Student Orientation is also a requirement for every new student and is managed through the admissions office.

## Academic Support Services

The campus provides a variety of Academic Support Services to contribute to the success of students. They include, but are not limited to, the following:

1. Academic Advising
2. Free Tutoring
3. Career Planning and Workshops
4. Placement Testing
5. Academic Alert Program
6. Academic Success Coach
7. Disability Services

## Advising

The Advising Center on campus is staffed by full-time academic advisors. These advisors are committed to helping students succeed academically. They provide assistance with class registration, information on degree completion, and transfer assistance. They can help students select the right degree program that will allow them to achieve their career goals. The advisors are knowledgeable about institutional articulation agreements and can help students locate a transfer institution. The Advising Center is open on a walk-in basis or by appointment. Advising appointments can also be held via phone or email.

## Library and Tutoring Center

The campus Library assists students in several different ways on their path to academic success. This location is the center for research assistance, computer support, and academic tutoring. A full-time Library Associate is available for daytime assistance and a part-time library assistant is available in the evenings. Students have access to hundreds of databases such as GALILEO, ProQuest, JSTOR, and the Georgia Career Information Center. Electronic books are also available online. Research instruction presentations are conducted and students are also able to make appointments for individualized help. Free tutoring is available in every subject and is managed through the Library.

## Social Media

Students, Faculty, and Staff can connect with the Augusta campus on the following social media platforms:

Facebook: <https://www.facebook.com/gmcaugusta>

Twitter: <https://twitter.com/gmcaugusta>

@ GMCAugustaSA

Instagram: <https://www.instagram.com/gmcaugusta/>

@GMCStudAmbassadors

Youtube: <https://www.youtube.com/gmcaugusta>

## Financial Services

The Financial Aid and Business Offices have six dedicated full-time staff members to assist students with paying for classes. All types of financial aid are covered from Federal and State Aid, to Veteran's benefits. They are also able to assist with scholarships, and the invoicing of third-party payers for students. The office welcomes student walk-ins, or will assist students via phone and email.

## Clubs and Organizations

The Augusta Campus of GMC has the following organizations and encourages student participation in order to enrich the student's college experience. Current active student organizations include: Community Outreach Club, Ethics Debate Team, Tech Dawgs (a technology/computer club), Gay Straight Alliance (GSA), Phi Theta Kappa (PTK), Student Government Association, Student Honor Council, Music Club, Criminal Justice Club, "The Voice" (quarterly magazine publication), Veterans Club, Personal Finance Club, Cooking Club, Sign Language Club, Table Top Gaming Club, and the Creative Arts Club. This list is constantly growing! At GMC, we encourage students to start new clubs that meet their interests.

## **Student Lounge and Campus Store**

The student lounge contains snack, drink, and microwaveable meal machines, café tables, and a comfortable seating area where GMC students are able to relax and study. The Campus Store is an easy-access facility that contains all necessary textbooks, supplemental materials, classroom supplies and GMC gear.

## **Student ID Badges and Safety**

ID badges are issued to all GMC-Augusta students and must be worn at all times while the student is on the GMC Augusta campus. The safety of students, faculty, and staff is always a top priority at Georgia Military College -Augusta. A full-time security staff conducts patrols around campus, including parking lots. Security is on campus Monday through Saturday while classes are in session.

## **Parking**

Plenty of parking is available at GMC-Augusta. There is a main lot located just behind the building, as well as an overflow lot to which students also have access. Parking decals are issued yearly to every student and must be visibly displayed any time they are parked on campus. Parking decals are strictly enforced. Failure to display the decal could result in tickets, fines, or towing at the owner's expense.



# COLUMBUS CAMPUS

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## Campus Description

GMC began operations in the Columbus area in 1997 with classrooms and offices at Fort. Benning and later expanded into Midtown Columbus in 2004. In January 2013, the Columbus campus relocated to a newly constructed campus with state-of-the-art instructional technology. Main offices and classrooms are now located at 7300 Blackmon Road (706-478-1688) with an additional office at Fort. Benning (706-478-1688).

The Columbus campus provides students with a campus-wide, broadband, wireless mesh network as well as Smart Boards in every classroom. In order to maximize the utility of these technologies, to fully allow every student to benefit from the Learning Management System used for all instruction, and to better prepare students for success at follow-on universities or work, every Columbus campus student is encouraged to bring a personal laptop or other acceptable computing device to class. Computers are also available on campus for student use in the Library and Learning Center.

## Academic Support

### Orientation

Orientation helps students new to GMC Columbus prepare for their first day of class. It introduces students to the technology and resources of the Columbus campus and helps them integrate into the campus community. After advising, the student is sent a link to the online orientation. Once completed, the student receives an invitation to the campus welcome party where the student can meet fellow students, faculty, and staff and learn about Clubs and other Student Life activities offered at GMC Columbus.

### Advising

[Advising](#) is an integral part of student success at Georgia Military College. The Academic Advisor guides students through the course selection process each term as well as providing support during their time at GMC Columbus, ensuring they remain on track for graduation. The primary goal of academic advising is to encourage and enable students to become effective academic planners. Students are encouraged to review the next term's schedule prior to advising. The Advising Center is located in room 102.

### Tutoring

Free academic tutoring is available on campus.

### Library

The library is located on Hallway 200 and is staffed by a Library Associate who is available to assist in the use of online resources and inter-library loans of books and journals from other libraries. The library is designated as the quiet study area on campus.

## Student Services

GMC Columbus provides student services using a 'one-stop' concept. Admissions, Campus Registrar, Financial Aid and Bookstore services are available in one office, eliminating the need to move between multiple departments and locations. Student Services is located in Suite 400, and Student Services Representatives may be contacted at [columbushelp@gmc.edu](mailto:columbushelp@gmc.edu) or at 706-478-1688.



## Parking

For the safety of our students, faculty and staff, parking on the Columbus campus is by permit only, so all private vehicles must display a properly affixed parking decal. Parking decals are free and may be obtained from the Bookstore in room 405.

Students may park in any undesignated parking space on campus.

## Clubs & Organizations

Studies show that students who are involved in an on-campus activity are much more likely to graduate. The Columbus campus offers a host of organizations on campus. The Campus Welcome Party is a great place to find one's niche. Students are able to join organizations at any time during their course of study at GMC. Columbus currently offers the following clubs and organizations:

- ✓ Student Honor Council (SHC) – This organization is comprised of highly recommended students who formally hear and assess confidential cases regarding other students' violation of Georgia Military College's student honor code.
- ✓ Student Government Association (SGA) – All students are members of the SGA, a very active group at the Columbus campus. SGA holds meetings discussing ways to improve the student experience on campus. They also host several activities for our students including mid-term meals and dinners, holiday parties, an annual leadership retreat, etc.
- ✓ Ethics Bowl Team – According to its parent organization, the [Association for Practical and Professional Ethics](#) participation on the Ethics Bowl Team “gives students a chance to enter an academic competition that combines excitement and fun with an educationally valuable experience in the areas of practical and professional ethics.” Ethics bowl team members compete with other teams institutionally, regionally, and nationally, presenting effective arguments on how various ethics cases should be resolved.
- ✓ Phi Theta Kappa Honor Society – This is an invitation-only honor society for the accomplished GMC student. Candidates for membership must have completed 12-quarter hours and maintain a cumulative grade point average of 3.5. Regular meetings are held throughout the term, and scholarship opportunities are available for members.
- ✓ Veterans Club- This student organization promotes pride and interaction among former service members of all branches. It serves to support the well-being of one another while in college and to participate in a variety of different community projects on and off campus. Membership shall be open to military members, immediate dependents, and all students in good academic standing.

## Social Media

Students, Faculty, and Staff can connect with the Columbus campus on the following social media platforms:

Instagram: <https://www.instagram.com/gmccolumbuscampus>

Facebook: <https://www.facebook.com/gmccolumbus/>

Twitter: <https://twitter.com/gmccolumbus>

# FAIRBURN CAMPUS

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## Campus Description

The Fairburn Campus of GMC is located in the Betty Hanna Education Complex located in downtown Fairburn at 320 West Broad Street, Suite 200, Fairburn, GA 30213. The campus consists of an academic building, an administration building, and a multipurpose student activities center adjacent to the campus quadrangle. These facilities replicate the historical architecture of the city's rich history and are equipped with contemporary furnishings and leading-edge technologies. Located just ten minutes from the Hartsfield-Jackson Atlanta International Airport, the campus provides easy access to the interstate and is located on the MARTA bus route. Day, night, and weekend classes are offered over the course of four, nine-week sessions, and an eight-week summer session, to accommodate the needs of traditional and non-traditional students, throughout the Metro-Atlanta area. Parking for students, staff, and faculty is located adjacent to the academic building.

## Student Support Services

The Admissions Office and the Business/Financial Aid Offices are located in the administration building; the Advising Center is located on the second floor of the academic building. These offices are comprised of a team of dedicated staff whose main focus is to help students navigate the college admissions and enrollment process, and to ensure that, once enrolled, students are provided every reasonable opportunity to succeed academically. Specifically, the staff provides assistance with admissions, the financial aid process, course selection and registration, evaluation of degree programs, career planning, admission/transfer to a four-year college or university, and – if applicable – reverse transfer of credits. Professional advisors are available to students by appointment or on a walk-in basis. The Fairburn Campus also maintains a tutoring center and testing center on the first floor of the administration building. Free tutoring is available to all students, and tutoring hours are posted at the beginning of each term based on course schedules.

## Student Organizations and Activities

The Fairburn Campus offers its students an unparalleled opportunity to conceive, develop, and launch student life programs and activities of particular interest to them and their classmates. Currently, the Fairburn Campus promotes a Student Government Association (SGA), Student Honor Council, Phi Theta Kappa Honor Society, and an Ethics Bowl Team. We strongly encourage and support students to start new clubs, programs, and activities that meet their needs and interests, enhance student life, and achieve our purpose through a values-based academic center of excellence serving the community and equipping college and career-ready students for success.

## Student Activities Center and Campus Bookstore

GMC-Fairburn offers students a large student activities center with contemporary gathering spaces, vending machines, television, and game stations. The campus bookstore is located in the academic building adjacent to the student activities center, and offers textbooks, supplemental materials, classroom supplies, and a generous selection of GMC spirit gear and apparel.



## Library

The Fairburn library is located in Room 202 on the second floor of the academic building. Staffed by a full-time Library Associate, it is available to all students Monday through Thursday from 8:00am to 9:00pm. Friday, Saturday, and Sunday hours of operation are posted on the door. The library is the resource hub for research assistance. Twenty-four computers are available for student use in the library and free Wi-Fi (anywhere on campus) allows students to bring their own device. Students have unlimited access to a vast electronic research collection comprised of over 200 online databases such as GALILEO, ProQuest, JSTOR, Films on Demand, and the Georgia Career Information Center. Electronic books totaling over 50,000 titles are also available.

Research instruction presentations are conducted by the Library Associate in various classes; however, students are encouraged to stop by the library for one-on-one individualized help. Additional assistance can be found online with the 24/7 chat box feature located on the library guides page to allow students access to a librarian for research assistance at any time.

## Safety and Well-Being

The safety, security, and protection of students, faculty, and staff is a top priority at the Fairburn Campus. Full-time, armed security staff is on campus during office hours as well as during day, evening, and weekend class periods to patrol the classrooms and parking lots. Additionally, security cameras are located throughout the campus. Identification badges are issued to all GMC- Fairburn students and parking decals must be visibly displayed on all student vehicles.

# FAYETTEVILLE CAMPUS

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## Campus Description

With the start of classes in Fayetteville, Georgia on August 1, 2015, Georgia Military College launched its tenth, and newest, full campus. Thereafter in August 2019, an 11,000 square foot expansion facility was opened to accommodate rapid enrollment growth as well as increased faculty and staff. The campus is the only postsecondary educational facility in Fayetteville, and is strategically located in Fayetteville County adjacent to Pinewood Atlanta Studios and the rapidly emerging vibrant, inspirational Pinewood Forest community, and directly behind Piedmont Fayette Hospital, at 255 veterans Parkway, Fayetteville, GA 30214.

The 36,350 square foot academic center of excellence combines a state-of-the-art interior with an exterior reminiscent of the Gothic architecture characterizing the college's historic home campus in Milledgeville, Georgia. The facility consists of seventeen classrooms, two biology and chemistry labs, library, academic advising center with Registrar services, an academic success center and tutoring room, testing center, bookstore, student lounge with café, and executive conference room, as well as offices for admissions, financial aid, and business operations to provide superior customer service. The modernized facility is completely wireless and is equipped with contemporary furnishings and leading-edge technology to optimize connection, collaboration, and active learning, and to promote critical thinking.

The Fayetteville Campus offers a wide range of academic programs and course offerings consisting of day, evening, and weekend classes delivered in accelerated 9-week terms to maximize scheduling flexibility. Students may also take advantage of hybrid and online classes. As with all campuses of Georgia Military College, the Fayetteville Campus provides students with access to a vast array of resources promoting academic achievement and equipping them for success in a competitive global society, ensuring they can *START HERE* and *GO ANYWHERE!*

## Student Support Services

The Admissions, and Business/Financial Aid offices, and Advising and Academic Success Centers, are comprised of a team of dedicated staff whose main focus is to help students navigate the college admissions and enrollment process, and to ensure that, once enrolled, students are provided every reasonable opportunity to succeed academically. More specifically, the staff provides assistance with admissions, the financial aid process, course selection and registration, degree program completion, career planning, and admission/transfer to a four-year college or university, and reverse transfer credits when applicable. Advisors and Success Coaches are available to students by appointment or on a walk-in basis. The Fayetteville Campus also maintains an Academic Success Center and Tutoring Room, which provides students with free faculty and peer-to-peer academic tutoring in grammar/writing, mathematics, and other disciplines. Tutoring hours are posted at the beginning of each term, as times change quarterly based on the course schedule.

## Student Organizations and Activities

The Fayetteville Campus offers its students an unparalleled opportunity to conceive, develop, and launch student life programs and activities of particular interest to them and their classmates. Currently, the Fayetteville Campus promotes Student Ambassadors, a Student Government Association (SGA), Student Honor Council, Ethics Bowl Team, Student Veterans of America, Community Service, Ecology Club, and the Phi Theta Kappa honor society. We strongly encourage and support students to start new clubs, programs, and activities that meet their needs and interests, enhance student life, and achieve our purpose through a values-based academic center of excellence serving the community and equipping college and career-ready students for success.





## **Fayetteville Library**

The Fayetteville library is located in room 201 between the 100 and 200 halls. It is staffed by a full-time Library Associate for daytime assistance. Hours are posted outside both library doors. The library is the resource hub for research assistance and is the designated quiet student area on campus. Seven computers are available for student use and free Wi-Fi (anywhere on campus) allows students to bring their own device. Students have access to a vast electronic research collection, providing unlimited access to over 200 online databases such as GALILEO, ProQuest, JSTOR, Films on Demand, and Georgia Career Information Center. Electronic books totaling over 50,000 titles are also available.

Research instruction presentations are conducted by the Library Associate in various classes; however, students are encouraged to stop by the library for one-on-one individualized help. Additional assistance can be found online with the 24/7 chat box feature located on the library guides page to allow students access to a librarian for research assistance at any time.

The Library Collaboration Presentation Station (CPS) affords students the opportunity to work in groups for assignments or presentations. By simply following the instructions displayed on the CPS TV monitors, students can project their work on the wall-mounted screens for collaboration. Providing a nice setting for peer study groups, the CPS area is an attractive resource for students.

## **Student Lounge, Bulldog Café, Student Ambassadors, Student Government Association (SGA) and Campus Bookstore**

GMC-Fayetteville offers students a large student lounge with contemporary gathering spaces, vending machines, multi-game table, video and board game stations, and an on-site café offering food, beverage, and catering services. Adjacent to the student lounge and café is the Student Activities and SVA meeting room as well as the campus bookstore, offering textbooks, supplemental materials, classroom supplies, and a generous selection of GMC spirit gear and apparel.

## **Safety and Well-Being**

The safety, security, and protection of students, faculty, and staff is a top priority at the Fayetteville Campus. Full-time, armed security staff are on campus during office hours as well as during day, evening, and weekend class periods to patrol the classrooms and parking lots. Additionally, security cameras and mirrors are located throughout the campus. Identification badges are issued to all GMC-Fayetteville students and parking decals must be visibly displayed on all student vehicles.

# MILLEDGEVILLE CAMPUS

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## Campus Description

Georgia Military College's Milledgeville campus is located at 201 E. Greene Street in historic downtown Milledgeville, which was planned and laid out as the state's capital city in 1803. GMC-Milledgeville's location in central Georgia provides easy accessibility from I-75, I-16, and US 441. As the original campus of GMC, this site is steeped in history and tradition, clearly evidenced by the campus architecture and military parade field. Although the Milledgeville campus has a small resident Corps of Cadets, our general population of students is not required to participate in the corps.

The Milledgeville campus' focal point is the historic Old Capitol Building (OCB), which served the state of Georgia as the center of government from 1807 until 1868. Listed on the National Register of Historic Places, the OCB was completely restored in 2000. The OCB houses the Executive Offices of the College, the Offices of Communications and Student Disability Services, classrooms, faculty office space, a computer laboratory, a replica of the State Legislative Chambers, circa 1860, and the GMC Bookstore where students, family, and friends of GMC can purchase books, school supplies, Cadet uniforms, and other GMC apparel. The OCB is fully accessible to all students and the community. A description of additional buildings on the Milledgeville campus is located at the end of this section.

## Campus Resources

### Sibley-Cone Library

The GMC Library includes the 14,000-square-foot Sibley Cone Library in Milledgeville as well as six library facilities located at other GMC campuses. The Sibley Cone Library contains a collection of 20,000 volumes and 1,500 video recordings. The library's electronic database collection offers access to over 200 online databases, which are available both on campus and remotely. These information resources provide unlimited access to over 25,000 academic journals and over 50,000 eBooks covering all the subject areas taught by the faculty. A 24/7 chat box is located on the library guides page to allow for 24-hour access to research assistance for all GMC students, faculty, and staff. For hours of operation and further information, please visit the [GMC Library webpage](#) located at <http://www.gmc.edu> under "Quick Links" and "GMC Library." For hours, please visit the [Milledgeville Library](#) webpage on this site.

## Academic Support Services

Academic Support Services assists students with achieving academic and personal goals by providing:  
(For more information, please click the links below.)

1. [Placement testing](#)
2. [Academic advisement and guidance](#)
3. [Academic Success Program](#)
4. [Career planning](#)
5. [Student Disability Services](#)
6. [Counseling referral](#)
7. Free [tutoring](#) in a variety of subjects



## Clubs and Organizations

The Milledgeville Campus of GMC has the following organizations and encourages student participation in order to enrich the student's college experience. Current active student organizations include Student Government Association, Phi Theta Kappa, Student Ambassadors, Student Honor Council, and the list is growing! At GMC, we encourage students to start new clubs that meet their interests. For a full list of [clubs and organizations](#), please click the link to visit our web page. The office of student activities is located in Boylan Hall, room 190.

## Commons and Campus Bookstore

The atrium connecting Miller Hall and Boylan Hall serves as a student commons area and contains snack machines, café tables, and a comfortable seating area where GMC students are able to relax and study. A canteen is also available for students to purchase snacks and lunch items. During the academic terms, breakfast, lunch, and dinner are served in the dining hall located below the atrium. For more information, visit the [Dining Services](#) web page.

Students have access to computer labs on campus and areas for studying. Computer labs are located in Miller Hall, room 119 and Old Capitol Building, room 120. The library also has computers for students to conduct research. Students also study in the atrium connecting Miller Hall and Boylan Hall and at tables in the walkway overlooking the atrium on level two.

The campus bookstore is an easy-access facility that contains all necessary textbooks, supplemental materials, classroom supplies, and GMC gear. It is located in the Old Capitol Building.

## Student Health Services

A nurse-directed outpatient clinic is available in Usery Hall on the Milledgeville campus to provide care for minor illnesses and injuries and referral to local health care providers along with wellness education and resources. There is no cost for these services to full-time students.

In case of a serious illness or injury, students will be referred to a local physician or Oconee Regional Medical Center. Costs for off-campus services including transportation is the responsibility of the student and/or parent/guardian. Students are strongly encouraged to have health insurance coverage and to carry their policy identification card. Please visit the [Health Services'](#) web page for more information.

## Safety and Well-Being – Campus Police

The safety of those who attend GMC-Milledgeville, as well as the safety of those who work at the complex, is our top priority. Campus Police Officers are on campus during all office hours and class time to include evening and weekend time periods. In addition, security cameras are located throughout the buildings. For contact information, please visit the [Campus Police](#) web page.



## **Additional Milledgeville Buildings and Grounds**

### **Academic Affairs Administration**

This building houses the institutional-level departments of Academic Affairs, Academic Support Services, Institutional Research, Planning, and Effectiveness, and Online Education Development.

### **Academic Records Administration**

This building is home to Academic records and the Military Benefits Coordinator.

### **Admissions and Welcome Center**

Within Zell Miller Hall is home to the GMC Office of Admissions. It serves as a welcome center for visitors and prospective students.

### **Baugh Barracks**

Baugh Barracks is named in honor of Dr. James Baugh, GMC alumnus HS '37 and JC'39, World War II veteran of the Battle of the Bulge, and former Mayor of Milledgeville. Georgia Military College provides housing for all male and female boarding cadets in Baugh Barracks. Rooms are arranged in a series of suites with two cadets per room with an interconnecting private bathroom. Each room has two closets, two beds, two desks, two chairs and two 3-drawer chests. All rooms have internet connectivity. The dormitory also has a computer lab, six common areas and free laundry facilities. GMC has no facilities on-campus for housing students other than cadets nor does GMC sponsor any off-campus housing. Housing is provided on the Milledgeville campus only. For information on campus housing and photos of the barracks, visit: <http://www.gmc.edu/current-students/housing.cms>

### **Center for Teaching and Learning**

This building is home to GMC's Center for Teaching and Learning and the Academic Success Center, which provides institutional coordination and oversight of GMC's academic support services.

### **Cordell Events Center**

GMC's physical education building has approximately 32,000 square feet of floor space with basketball courts, a multi-use mat room, college student lounge, and general game areas for additional sports and recreation. This facility serves as a site for intramural, interscholastic, and intercollegiate activities.

### **Couch Field**

Couch Field, named in honor of Mr. T.W. Couch and in memory of Mrs. Ouida A. Couch, serves as the home of both the junior college and prep school softball teams.

### **Craig Field and Horace Ray Field House**

Craig Field, named in honor of former GMC Foundation, Inc. Chairman William Craig, HS '71, and Horace Ray Field House, named in honor of Mr. Horace Ray, serve as the home of the prep school baseball team.

### **Davenport Field**

Surrounded by a concrete and tile wall, this is the home field of the GMC football teams and serves as an athletic field for college and prep school physical education activities.

### **Grant Parade**

The parade is the grassy area between the Old Capitol Building and Boylan Hall. This area is used especially for parades.

## **Institutional Development**

The white house, located at 410 South Jefferson Street, provides space for the Office of Institutional Development and houses the Georgia Military College Foundation.

## **Jenkins Hall**

This building is currently undergoing renovations and will support expansion of the GMC Preparatory School.

## **Kidd Health and Wellness Center (KHWC)**

The Kidd Health and Wellness Center opened in June 2014. The facility is named for Representative Rusty Kidd and his family. It is a 56,000-square foot facility with classrooms, court space, locker rooms, weight room, cardio fitness areas, band room, and indoor track. The facility also houses a full-service athletic healthcare and treatment facility as well as staff offices.

## **Lake Recreational Center**

A beautiful wooded setting on Lake Sinclair, a few miles north of downtown Milledgeville, is equipped with boat landings, canoes, swimming area, bath house, and a large picnic pavilion.

## **Parham Hall**

Parham Hall, named for Georgia State Representative Bobby Parham, was completed in 1998. This facility houses the GMC Resource Management Office.

## **Parnell Ruark Athletic Complex**

Named after Parnell Ruark, a former All-American athlete, coach, and athletic director at GMC, this building opened in July of 2003. The nearly 24,000-square foot facility houses the offices of junior college athletic personnel, the prep school athletic director, athletic laundry facilities, and five locker rooms for GMC's athletic teams. In addition, the facility houses a state-of-the-art rifle range, weight room, training room, and team meeting rooms, which double as classrooms.

## **Patton Hall**

Built by cadets in 1948, a variety of occupants have called this building home. The mailroom currently resides here.

## **Boylan Hall & Miller Hall**

Together these two halls make up the GMC-Milledgeville Campus main academic center, with the first floor of the Old Capitol Building also providing classroom and faculty office spaces. Boylan Hall is named in honor of GMC's 20<sup>th</sup> President, who is known for his dedication to intellect, character education, and building and maintaining the infrastructure of the college. Boylan Hall is connected to Miller Hall. On the ground level, this facility offers a dining hall and the Goldstein Performing Arts Center, a 407-seat facility. The main level houses a student union area as well as a snack shop, study space, computer laboratory, classrooms, and office space for Student Activities and the GMC-Milledgeville Campus Financial Aid, Admissions, and Campus Registrar Services Offices. On the second floor, there is a chemistry and physics lab, music room, art room, classrooms and college faculty offices. Each classroom and laboratory offers a state-of-the-art learning environment, fully enhanced by the latest computer technology. Miller Hall, the first phase of GMC's master plan of construction and renovation, was completed in 1997. A parking area lies on the north side of the building. While maintaining the integrity of the Gothic architecture of the campus, the 32,000-square foot building houses modern classrooms and laboratories for biology and microbiology. Miller Hall also houses the offices of the GMC-Milledgeville Campus Executive Director and the Academic Dean; Recruiting/Admissions Office; Academic Support Services, including academic advising, testing, tutoring, and faculty offices.

## Wilder Hall

Named for Colonel William M. Wilder, a GMC alumnus, this building is a brick-and-stucco structure, which houses the Information Technology office.

## Victory Hall

This building, which opened in 2017, is the new home of the Military Science Department.



# VALDOSTA CAMPUS

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## Campus Description

The Valdosta Campus of Georgia Military College provides academic and administrative services from two locations: the site located at 4201 North Forrest Street Ext. and at Moody Air Force Base. The site at 4201 North Forrest Street Ext. is comprised of two buildings totaling more than 47,000 square feet in size.

The buildings house faculty and administrative offices, classrooms, computer labs, science labs, and a newly created Academic Success Center. Additional features include a library, learning center offering tutoring, testing center, and multiple student lounge areas.

Classes are offered mornings, afternoons, evenings, weekends, and online.

Moody Air Force Base is host to the GMC-Valdosta office on base. GMC administrative services and classes are offered within the newly remodeled Education Center located at 3010 Robinson Road on base. Ample and convenient parking is provided at both GMC locations. Students from both locations can take advantage of the many student activities and services provided to enhance the Georgia Military College experience.

## Admissions

New students to Georgia Military College Valdosta are assigned to an admissions counselor based on their last name. The admissions counselor provides assistance to help new students through every step of the admissions process. They provide assistance with completing applications, degree information, external transcript requests and more. Counselors are knowledgeable about various types of enrollment such as Dual Enrollment, Home-School admissions, and Transient admissions. New Student Orientation is required for every new student and is managed through the admissions office.

## Campus Resources

The numerous academic services and resources provided at GMC-Valdosta are major components of the campus matrix designed to facilitate student success. These services include library services, academic advising, free tutoring, career planning, placement testing, academic alert and success coaching, and disability services.

## Academic Success Center

The Academic Success Center is located in Building A, Room 102. The Academic Success Center provides services including, but not limited to, academic support, connecting to resources, and career counseling. Success Coaches work one-on-one with students to develop an individualized plan to improve academic performance. Success Coaches are available by appointment or walk-in. Phone and email appointments are options as well.

## Student Learning Labs

The Math Learning Lab is located in building B, room 2302/2502 and the Student Learning Lab in room 217 is accessible through the library in room 216. The learning labs offer free tutoring for GMC-Valdosta students throughout each quarter. Tutors are available in subject areas including, but not limited to math, English, reading, history, biology, political science, criminal justice, sociology, and psychology. Services are available to help students with papers, reports, and other assignments that involve writing. Twenty computers are available for student use in the learning lab.





The tutoring schedule is distributed the first week of each term. To view tutoring hours, locations, and the schedule, visit <http://www.gmc.edu/academic-programs/tutoring.cms>.

## Library

The library is located in building A, room 216. The library is the resource hub for research assistance, computer support, and information literacy. The library is staffed with a full-time library associate and a part-time library assistant. The library contains thirty computers for student use. There are over 200 electronic databases accessible to GMC students.

Research sessions are available to provide students with an opportunity to learn how to conduct research and use databases such as GALILEO, Gale, and Academic Search Complete for research assignments. Using the current database password, GMC students, faculty, and staff can remotely access GMC's electronic resources 24 hours a day, 7 days a week from any computer with internet access. Library literacy months are hosted each month to provide faculty, staff, and students with information and trivia. Themes include Black History Month, Asian-American Heritage Month, GMC History Month, The Declaration of Independence History Month, AIDS Awareness Month, and others. To learn more about the library resources and view the hours of operation, visit [www.gmc.edu](http://www.gmc.edu) and select "Library Resources" from the Academics menu.

## Advising Center

The advising center is located in building B, room 2406. Services are available to students admitted to GMC and include assisting students with registration, exploring degree programs and requirements, career exploration, assessment, and applying for graduation.

For more information on GMC advising services, see the Advising and Registration Process section of the catalog. For more information specific to the Valdosta campus or to schedule an appointment, visit <http://www.gmc.edu/academic-programs/6.cms> or visit <http://www.gmc.edu/> and choose "Advising Center" from the Academics link.

## Financial Services

The Financial Aid and Business Offices have six dedicated full-time staff members to assist students with paying for classes. All types of financial aid are covered including federal and state aid, veteran's benefits, and scholarships. They also assist with the invoicing of third-party payers for students. The office welcomes student walk-ins, or will assist students via phone and email.

## Student Organizations/Activities

GMC-Valdosta students may participate in a variety of organizations and activities throughout their college experience. Phi Theta Kappa (PTK) Honor Society, Student Government Association, and the Student Honor Council provide a student leadership experience for all members. Students can join many clubs such as the Bulldog News club, Adventure club, Christian Collegiate club, Talent club, and the Walking and Running club at any time during their enrollment. Organizations and clubs sponsor and host various annual events and initiatives such as the Lowndes County Relay for Life, Red Cross Blood Drives, Toys for Tots Drive, and many others.

A complete listing of clubs/organizations and advisors can be found by visiting <http://www.gmc.edu/current-students/get-involved.cms>. Students are not required to be members of any organization or club to attend meetings or participate in campus events.

## Social Media

GMC-Valdosta participates in the following social media services:

Like us on Facebook: [www.facebook.com/gmcvaldosta](http://www.facebook.com/gmcvaldosta)

Follow us on Twitter: [www.twitter.com/gmcvaldosta](http://www.twitter.com/gmcvaldosta)

Follow us on Instagram: [www.instagram.com/gmcvaldosta](http://www.instagram.com/gmcvaldosta)

Videos: [www.youtube.com/gmcvaldosta](http://www.youtube.com/gmcvaldosta)

## Student Dining Services

Ms. Shirley Kelly is the owner and manager of *The Hotdog Express* located in building B, room 2511. Breakfast, lunch, dinner, and snack items can be found on the menu. In addition to the on-campus restaurant, students have access to a variety of vending machines. For more information about GMC-Valdosta dining services and hours of operation, visit <http://www.gmc.edu/current-students/valdosta-dining.cms>.

## Student Center

The Student Centers are located in building A, room 218, and building B, room 2511. The student centers serve as common areas for students to study or relax between classes or anytime GMC-Valdosta is open. The student center in building A is accessible directly from the student parking lot from the front (east) side of building A and from the inside of the building. The student center in building B is accessible from the inside of the building. Students have access to vending machines, microwaves, cable TV, copy machine, seating, and tables in the student centers. Students are encouraged to recycle paper, plastic, and aluminum in the appropriate bins located in the student centers, advising center, library, and main hallways.

## Parking

Parking is available in the GMC-Valdosta campus lot that surrounds the buildings. Decals are not required to park on campus, but reserved parking spaces are for faculty and staff only. Handicapped parking spaces are for individuals with a government-issued handicap-parking pass. Violations of parking rules will result in the owner of the vehicle being responsible for towing fees. Students are not permitted to block driveways or entrances with their vehicle at any time. The speed limit on campus is 5 mph.

## Student ID

Student IDs are issued in the Business Office to first-time students at no charge during orientation. Students enrolled at GMC-Valdosta must have their student IDs at all times. The library, learning lab, and computer labs require all students to present and scan their student ID prior to accessing computers. Replacement student ID cards are available for a small fee.

## Bookstore

The bookstore is located in building A, room 203. The bookstore is accessible through the student center located in room 205. The bookstore stocks school supplies, textbooks, study guides, and GMC merchandise. GMC merchandise includes items such as T-shirts, sweatshirts, book bags, hats, cups, etc. For more information about the GMC-Valdosta bookstore and hours of operation, visit [https://bookstore.gmc.cc.ga.us/campus\\_locations.html](https://bookstore.gmc.cc.ga.us/campus_locations.html).

# WARNER ROBINS CAMPUS

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## Campus Description

Georgia Military College began offering classes at Robins Air Force Base in 1989. For the first few quarters, Executive Director COL John Elliott and an administrative assistant were the only two full-time employees. Only about 15 classes were offered for a few dozen active duty military and civil service employees. COL Elliott envisioned that GMC-Warner Robins would be a college campus where students of all types could earn an affordable quality education. As course and degree offerings expanded, students responded; by the early 2000s, GMC-Warner Robins needed a building to call its own.

In 2003, Elliott Hall opened at 801 Duke Avenue, in a business park just off North Davis Drive, roughly a mile from Robins AFB and easily accessible via Watson Boulevard from I-75 or GA Hwy 247. Growth continued throughout the decade, resulting in an expansion of Elliott Hall in 2005.

The Administrative Building opened in 2011 across the student parking lot from Elliott Hall. In June 2013, the Administrative Building was renamed in honor of MG Peter J. Boylan, for his twenty-one years of service as President of Georgia Military College and support of the Warner Robins campus.

Boylan Hall now serves as a starting point for new students, with offices for Admission, Registrar Services, Financial Aid, Business Office, and Bookstore services. Elliott Hall is primarily an academic building, including the Advising Center, Testing Center, Library, Writing Center, and Math Tutoring Center, as well as classrooms and labs.

GMC's office at Robins AFB is still available to students with access to the base, and is conveniently located down the hall from the Robins AFB Education Office in the lower level of Building 905 (the library building on Ninth Street).

Today, GMC-Warner Robins is one of the fastest-growing college campuses in Middle Georgia, with more than 140 classes offered each quarter to support more than 1,350 students. Convenient schedules are offered for traditional and non-traditional students with day, evening, weekend, and online classes, and smaller class sizes for better instruction.

In 2012, 2013, and 2014 readers of [macon.com](http://macon.com) and The Telegraph voted GMC-Warner Robins "Best of the Best" College or University in Middle Georgia. GMC-Warner Robins has been selected as a Military Friendly School every year since 2012.

## Campus Resources

### Admissions

The Admissions Office is located at the front desk of Boylan Hall. Services are available to prospective, current, and former students and include guidance to complete admissions requirements, issuing student IDs and parking decals, campus tours, and much more.

For more information on admission to GMC, see the "Admissions Information" section of the catalog. For office hours and information specific to the Warner Robins campus, visit <http://www.gmc.edu> and view the "Admissions Offices" under the "Admissions" section.



## **Advising Center and Testing Center**

The Advising Center is located in Elliott Hall. Services are available to students admitted to GMC and include advisement, registration for classes, evaluation of degree applications, and much more.

The Advising Center also provides academic testing services for newly admitted students as well as established GMC students who must complete out-of-class tests in order to graduate. When the Testing Center computer lab is not in use for academic testing, it is open to students as a quiet study area.

For more information on GMC advising, see the “Academic Affairs” section of the catalog. For office hours and information specific to the Warner Robins campus, visit <http://www.gmc.edu> and view the “Advising Center” under the “Academics” section.

## **Bookstore**

The Bookstore is located in Boylan Hall. At GMC-Warner Robins, tuition includes the use of textbooks for on-campus classes. The Bookstore is where students pick up and return their textbooks. Students may also purchase novelties and school supplies in the Bookstore.

## **Business Office / Financial Aid**

The Business Office is located in Boylan Hall across the hall from the Admissions Office and the Bookstore. Services include any guidance related to student finances. Financial Aid advisors are available to assist with applying for financial aid such as scholarships, grants, and loans, to receive payments for tuition and other fees, and to provide information on tuition and fees.

For more information on financial aid and student finances at GMC, see the “Financial Information” section of the catalog. For office hours and information specific to the Warner Robins campus, visit <http://www.gmc.edu> and view “Financial Aid” under the “Current Students” section.

## **Library**

The Library is accessible from the Student Center and provides access to online library resources such as Gale, GALILEO, the Georgia Career Information System, and much more. While classes are in session, the Library is open from 9:00 am to 9:00 pm Monday through Thursday, and 9:00 am to 12:00 pm Friday and Saturday.

## **Parking/Transportation**

Parking is available in the Prince Street parking lot between Boylan Hall and Elliott Hall, in front of Boylan Hall, across Duke Avenue from Elliott Hall, and across Prince Street from Boylan Hall. The gazebo in the parking lot across from Boylan Hall serves as a stop on the Warner Robins Transit bus line. For bus schedules, please see <http://www.wrtransit.com/>

## **Student Center**

The Student Center at Elliott Hall serves as a common area for students between classes or anytime GMC-Warner Robins is open. It is accessible directly from the student parking lot through the glass double doors in the center of the building.

The Student Center includes the Security Desk, Lost and Found, a gaming area, TV, vending machines, complimentary coffee offered several times daily, seating, and tables. Students are also encouraged to recycle used paper, plastic, and aluminum in the appropriate bins in the Student Center or Advising Center lobby.

## **Student ID**

Parking decals and Student IDs are issued to first-time students at no charge. Students enrolled at GMC-Warner Robins must have their student IDs at all times, and parking decals must be visibly displayed on student vehicles.



## **Student Organizations and Activities**

GMC-Warner Robins students may participate in a variety of organizations, including but not limited to the Phi Theta Kappa (PTK) honor society, Student Government Association, the GMC-Warner Robins Newsletter, Reflections (GMC's literary magazine), STEM Club, and many more. The campus sponsors and/or participates in community events such as the Habitat for Humanity, the Fall Festival, the Warner Robins and Perry Christmas parades, Toys for Tots toy drive, Red Cross blood drives, and more.

To view a full list of student organizations and quarterly activities calendar at GMC-Warner Robins, visit <http://www.gmc.edu> and under "Current Students," select "Student Activities." From here, you can "Print Activity Calendars."

## **Writing Center and Math Tutoring Center**

The Writing Center (Room 226) and Math Tutoring Center (Room 104) offer free tutoring for GMC-Warner Robins' students throughout each term. GMC-Warner Robins' tutors have years of professional experience in their areas of expertise, and many of them teach classes at GMC. Tutoring is also available for natural sciences, history, accounting, Spanish, and other areas.

Tutoring begins on the first Wednesday of each academic term and continues through the final week. To view tutoring hours and more information online, visit <http://www.gmc.edu> and choose "Academic Support" under "Academics." Click on "Tutoring" to view the current term's tutoring schedule.

# GLOBAL ONLINE CAMPUS

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The Georgia Military College Global Online Campus is located on the Milledgeville campus and functions as a fully Global Online Campus available to students in Georgia, the United States, and across the globe.

Students can go through the admissions process from the comfort of their homes with access to admissions counselors and financial aid assistants by email and phone Monday through Friday, and placement testing is available at any Georgia Military College campus and at many remote locations. Students unable to test at a testing center should contact the Global Online Campus for alternative opportunities.

Advisors are also available by phone and email for new and returning students throughout the term for help with registration, changing or adding an additional major, and applying for graduation. Graduating Global Online Campus students can also choose to walk at any GMC campus graduation ceremony.

During the term, students have access to their courses 24/7 in order to shape their coursework schedule around their lives. Instructors are available by email and chat to answer questions and provide additional assistance; in addition, Smarthinking provides free tutoring for Global Online Campus students. Technical assistance is provided by the Student Helpdesk for general issues and the Moodle Helpdesk for course-specific issues. Global Online Campus students have 24/7 access to library resources from Moodle, GMOnline, and the library homepage. The Online Instruction Librarian is the designated librarian for the Global Online Campus and is available for research assistance via email and phone.

The Global Online Campus has a growing number of programs and courses and due to the nature of the program, courses never “close” or become unavailable to students. The Global Online Campus courses are also available to on-ground students at the other GMC campuses to help optimize their schedules.

For more information on the Global Online Campus, please visit: <http://www.gmc.edu/about-gmc/online-campus.cms>



# EXTENSION CENTERS: ALBANY, DUBLIN, EASTMAN, MADISON, SANDERSVILLE, STONE MOUNTAIN, and ZEBULON

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The GMC Milledgeville Campus operates an Extension Center program in Madison and the GMC Augusta Campus operates an Extension Center in Sandersville. The GMC Fairburn Campus operates an Extension Center program in Stone Mountain. The GMC Warner Robins Campus operates Extension Center programs in Dublin and Eastman. The GMC Valdosta Campus operates an Extension Center program in Albany. The GMC Fayetteville Campus operates an Extension Center program in Zebulon.

The Extension Center programs are designed to assist students in meeting their educational goals with class schedules that allow students to take classes closer to home. The class offerings follow the core curriculum and degree programs as outlined in this catalog. Each center has a director to provide services to the students in the community on a daily basis. Classes at the extension centers are typically small with an average class size of 10 students, thus allowing students a more personalized educational experience. For increased flexibility, students at the extension centers also have the opportunity to enroll in online classes.

The Dublin extension center provides courses for the GMC students in Laurens County and surrounding areas. The center is located at 200 South Jefferson Street on the corner of Madison and South Jefferson Street in downtown Dublin, Georgia, in the historic First Old National Bank building known as the “Skyscraper.” Classes are primarily offered Monday - Thursdays during mornings, afternoon and evenings, but some occasional weekend classes may also be available. Dublin students, faculty, and staff have full access to library resources from the main campus and are supported by the Warner Robins Campus Library Associate.

The Eastman extension center provides courses for the GMC students in Dodge County and surrounding counties. The center is located at 615 2<sup>nd</sup> Avenue, next to the Ocmulgee Regional Library. Classes are offered from 8:00 a.m. to 8:00 p.m., Monday through Thursday. Eastman students, faculty, and staff have full access to library resources from the main campus and are supported by the Warner Robins Campus Library Associate.

The Madison extension center provides courses for the GMC students in the Morgan County and surrounding areas. The center is located at 235 S. Main Street, across the street and two doors down from the Chop House in historic downtown Madison, Georgia. Classes are offered from 8:00 a.m. to 10:45 p.m., Monday through Thursday, and some weekend classes are also available. Madison students, faculty, and staff have full access to library resources from the main campus and are supported by the Milledgeville Campus Reference and Instruction Librarian.

The Sandersville extension center provides courses for the GMC students in Washington County and surrounding areas. The center is located at 415 Industrial Drive in Sandersville, Georgia. Classes are offered four days a week during the afternoons and evenings and on weekends. Sandersville students, faculty, and staff have full access to library resources from the main campus and are supported by the Augusta Campus Library Associate.

The Stone Mountain extension center provides classes for the GMC students in Dekalb County, Gwinnett County, Rockdale County, and the surrounding areas. This allows students the opportunity to complete courses toward an associate degree at a location closer to home. The center is located next door to the Sue Kellogg Library at 5325 Manor Drive, Stone Mountain, GA 30083. The campus is in walking distance from the main entrance to Stone Mountain Park. Stone Mountain students, faculty, and staff have full access to library resources from the main campus and are supported by the Fairburn Campus Library Associate.

The Albany extension center provides courses for students in Dougherty County and the surrounding counties. The center is located in the Manufacturing Technology Center (MTC) building on the campus of Albany Technical College, 1704 S. Slappey Blvd., Albany, GA. The MTC building is located adjacent to the pedestrian bridge across the street from the main operations of Albany Technical College. GMC Albany students have access to the library resources provided by the main campus of Georgia Military College library and are supported by the Valdosta Campus Library Associate.

The Zebulon extension center provides courses for GMC students in Pike County and surrounding areas. The center is located in the Zebulon City Hall facility adjacent to Zebulon City Park at 7818 Highway 19 South. Open for postsecondary classes in March 2018, this campus offers GMC students the opportunity to complete classes toward an Associate Degree. Zebulon students, faculty, and staff have full access to library resources from the main campus and are supported by the Fayetteville Campus Library Associate.



# ADMISSIONS INFORMATION

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## Office of Admissions Directory and Contact Information

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### Augusta Campus

115 Davis Road

Martinez, GA 30907

(706) 993-1123

[AugAdmissions@gmc.cc.ga.us](mailto:AugAdmissions@gmc.cc.ga.us)

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### Augusta Extension Center in Sandersville

415A Industrial Drive

Sandersville, GA 31082

(478) 240-3012

### Columbus Campus

7300 Blackmon Road

Columbus, GA 31909

(706) 478-1688

[columbushelp@gmc.edu](mailto:columbushelp@gmc.edu)

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### Fairburn Campus

320 West Broad, Suite 200

Fairburn, GA 30213

(678) 379-1414

[fairburn\\_admissions@gmc.edu](mailto:fairburn_admissions@gmc.edu)

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### Fairburn Extension Center in Stone Mountain

5325 Manor Drive

Stone Mountain, GA 30083

(678) 476-3801

[StoneMountain\\_Staff@gmc.edu](mailto:StoneMountain_Staff@gmc.edu)

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### Fayetteville Campus

255 Veterans Parkway

Fayetteville, GA 30214

(678) 379-1381 (Option 1)

[gmc fayinfo@gmc.edu](mailto:gmc fayinfo@gmc.edu)

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### Fayetteville Extension Center in Zebulon

7818 Highway 19 South

Zebulon, GA 30295

(470) 777-0210

[laholmes@gmc.edu](mailto:laholmes@gmc.edu)

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### **Milledgeville Campus**

GMC Office of Admissions

201 East Greene Street

Milledgeville, GA 31061

(478) 387-4846 or 1-800-342-0413

[admissionsinfo@gmc.edu](mailto:admissionsinfo@gmc.edu)

### **Milledgeville Extension Center in Madison**

235 South Main Street

Madison, GA 30650

(706) 343-5863

[MAD\\_admissions@gmc.edu](mailto:MAD_admissions@gmc.edu) OR

GMC Office of Admissions, [admissionsinfo@gmc.edu](mailto:admissionsinfo@gmc.edu)

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### **Global Online Campus**

201 East Greene Street

Campus Box 100

Milledgeville, GA 31061

(478) 387-4950

[olcadmissions@gmc.edu](mailto:olcadmissions@gmc.edu)

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### **Valdosta Campus**

4201 North Forrest Street

Valdosta, GA 31605

(229) 375-5650

[val\\_admissions@gmc.edu](mailto:val_admissions@gmc.edu)

### **Valdosta Extension Center in Albany**

c/o Albany Technical College

1705 S. Slappey Blvd.

Albany, GA 31701

(229) 430-5799

[alb\\_admissions@gmc.edu](mailto:alb_admissions@gmc.edu)

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### **Warner Robins Extension Centers**

#### **Warner Robins Campus**

801 Duke Avenue

Warner Robins, GA 31093

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## Application Process

Georgia Military College is an open enrollment institution. In keeping with the Georgia Military College mission, the admission policies of Georgia Military College are in place to serve students seeking a liberal arts based, two-year undergraduate curriculum, and those with an Associate of Applied Science or Associate of Applied Technology degree (or those with the requisite number of technical/occupational hours as discussed in the BAS admission section below) seeking a four-year degree. A potential student is considered for admission without regard to race, creed, religion, gender, marital status, disability, or national origin. Applicants meeting admission requirements are eligible for admission as long as it is judged that the prospective student's enrollment will not be hazardous to the student or endanger the health and safety of his fellow students or others.

As appropriate, an applicant must be a graduate from a public school regulated by a school system and state department of education or be a graduate from a high school accredited by one of the following: a regional accrediting association such as the Southern Association of Colleges and Schools, The Georgia Accrediting Commission, or The Georgia Private School Accrediting Council.

Every applicant must submit a formal application with a \$35 non-refundable application fee. The application can be completed online at <http://www.gmc.edu/apply> or at any GMC location. Applicants must submit an official transcript showing graduation with a general high school college preparatory or technical diploma or an official GED score report showing successful completion of the General Education Diploma, meet home school admission requirements (see requirements below), official transcripts from all colleges and universities previously attended, an official score report of SAT or ACT scores, or an official transient letter from the institution in which the student is currently enrolled. Joint Service Transcripts are required for all military and former military students. Additional items may also be required in support of the application for admission. Each applicant receives instructions as to items needed to complete their application file and is given an admission decision as soon as possible after all information has been received. Students furnishing the college with false, incomplete, or misleading information related to their application of academic record will be subject to the denial of their application or dismissal from the institution.

Admission to Georgia Military College is not a guarantee of admission to a particular program. Separate and sometimes higher requirements are described in this catalog for admission into specific programs. The College reserves the right to limit the number of students admitted to the College and/or to specific programs and to make decisions regarding admission to the College and to specific programs in accordance with any lawful criteria and/or procedures determined by the College or its officials whether such criteria and/or procedures are published or unpublished. Campus tours of each GMC Campus are available and may be arranged by calling the campus directly. Although not required, it is recommended that campus tour reservations be made in advance of your visit to the campus.

An applicant who applied but did not attend Georgia Military College within the last year and desires to be admitted to GMC for a future term may call the Admissions Office to request an update to the application at no additional charge. The student must request official transcripts be sent to the respective campus Office of Admissions from any other institution the student may have attended.

## Application Deadlines

Each Georgia Military College campus determines its own application deadlines. Applicants are encouraged to contact their local GMC campus directly to obtain the deadline for the desired term of entry. Students are encouraged to apply for admission and financial aid well in advance of the beginning of a new term to allow adequate time for receipt of transcripts and financial aid documentation.

## Admissions Categories

Students seeking admission to Georgia Military College may be accepted in one of three categories. These categories are unconditional admission, conditional admission, or provisional admission.

### Unconditional Admission Policy

An applicant admitted in unconditional status has met all stated admission requirements and requires no remedial courses at the time of admission.

### Conditional Admission Policy

Conditional admission is appropriate for a student that has met all admission requirements but does not meet regular academic standards and therefore must enroll in the Learning Support Services Program. This category is also used for students who transfer to GMC with a current academic standing of academic warning, academic probation, or academic suspension. Students admitted conditionally must register for a minimum of five hours during the first quarter of enrollment.

### Provisional Admission Policy

Provisional admission is appropriate for students seeking admission and registration privileges before all admission requirements have been met. Provisional admission is granted on a case-by-case basis by the respective campus Executive Director. Students granted provisional admission must complete a Provisional Registration Agreement prior to registration, must provide all official transcripts within ten (10) days of signing the Provisional Registration Agreement, and will not be eligible for financial aid consideration until all official transcripts have been received by GMC and it is determined that the student is eligible for admission. All fee payment deadlines must be met by the student regardless of the provisional registration agreement. Registration for any future term will not be permitted until all required documents have been submitted and the student is determined eligible to continue. Students attending under Provisional Status may not obtain a copy of their official transcript. Only unofficial transcripts will be released until the Provisional Status is removed.

## Minimum Requirements for Regular Freshman Admission

An applicant will be considered for freshman admission only after all the following documents have been received in the Admissions Office:

1. A \$35 non-refundable application fee.
2. An official application (completed online at <http://www.gmc.edu/apply>).
3. An official transcript from a regionally accredited secondary school showing graduation with a college preparatory diploma, technical diploma, general diploma or successful completion of the GED. Students applying for an upcoming term while completing the senior year of high school should submit an official transcript showing coursework completed through the 11<sup>th</sup> grade and should then provide an additional transcript upon completion of the 12<sup>th</sup> grade that reflects the date of graduation.

## Placement Examinations

In order for students to enroll in classes at the appropriate academic level, students are evaluated in three areas: Reading, Writing, and Mathematics. The specific methods for establishing the academic level are found in the [Placement Scores and Evaluation](#) section of the Catalog. All students must meet these criteria.

Placement examinations in Reading, English, and Mathematics skills assist GMC in advising students, so they can develop skills to help ensure a successful academic career. Placement examination schedules are available at each GMC campus and information regarding placement examinations can be found on the GMC website at <https://www.gmc.edu/academic-programs/placement-testing.cms>.



Incoming students who require an accommodation for Placement testing based on a disability should make their request known prior to scheduling the examination by contacting the Manager of Disability Services at (478) 387-4902 or the local campus disability coordinator.

**Retesting Guidelines-** for students entering GMC as college students.

1. A student may retest **once** if their score in an area is within the following point range of placing in college level courses:
  - 5 points in mathematics
  - 10 points in reading
  - 1 point in English (WritePlacer)
2. If a student has attempted an LSS course in the subject area of testing the option to retest is forfeited.
3. The highest score achieved will be used for placement.
4. Students must wait a minimum of one week after initial testing. This week is required to provide students with study time in preparation for the retake.
5. A non-refundable fee of \$10 per subject area must be paid to the Business Office in advance of the testing session.

## Placement Scores and Evaluation

Areas of deficiency are identified by scores students achieve on the Placement Exam. Students may elect to use placement scores for up to two years from the test date that are from another institution or from GMC. Students who place in Learning Support Services courses must earn a passing grade in each course before enrolling in credit courses in that subject area.

The Reading Skills Placement exam is administered to all entering freshmen unless they satisfy one or more of the following:

- SAT Critical Reading score of 480 or greater within five years from date of application (if exam was taken prior to March 2016)
- New SAT (after March 2016) Reading score of 26 or greater within five years from date of application
- ACT English score of 20 or greater within five years from date of application
- Transfer credit for ENG 101
- Successful completion of RDG 099 or its equivalent at a regionally accredited college within the past two years. (Unsuccessful attempt of RDG 099 or its equivalent at a regionally accredited college within the past two years places the student in RDG 099.)
- An unsuccessful attempt (any grade below a "C") of ENG 101 at a regionally accredited college within the past two years places the student back in ENG 101 without retesting.

The GMC Writing Skills Placement Exam is administered to all entering freshmen unless they satisfy one or more of the following:

- SAT Critical Reading score of 480 or greater within five years from date of application (if exam was taken prior to March 2016)
- New SAT (after March 2016) Reading score of 26 or greater within five years from date of application
- ACT English score of 20 or greater within five years from date of application
- Transfer credit for ENG 101
- Successful completion of ENG 099 or its equivalent at a regionally accredited college within the past two years. (Unsuccessful attempt of ENG 099 or its equivalent at a regionally accredited college within the past two years places the student in ENG 099.)
- Successful completion of ENG 097 or its equivalent at a regionally accredited college within the past two years places the student in ENG 099. (Unsuccessful attempt of ENG 097 or its equivalent at a regionally accredited college within the past two years places the student in ENG 097.)
- An unsuccessful attempt (any grade below a "C") of ENG 101 at a regionally accredited college within the past two years places the student back in ENG 101 without retesting.

The GMC Mathematics Placement Exam is administered to all entering freshmen unless they satisfy one or more of the following:

- SAT mathematics score of 440 or greater within five years from date of application (if exam was taken prior to March 2016)
- New SAT (after March 2016) Math score of 24 or greater within five years from date of application
- ACT mathematics score of 18 or greater within five years from date of application
- Transfer credit which satisfies the Quantitative Skills (Area A2) group in the core curriculum
- Successful completion of LSS mathematics sequence at a regionally accredited college within two years from date of application
- Placement scores (without any course attempts) may be used for up to two years from test date.
- An unsuccessful attempt (any grade below a "C") of a college-level math course which satisfies the Quantitative Skills (Area A2) group in the core curriculum from a regionally accredited college within the past two years places the student back in college-level math without retesting.

## Transfer Admissions Requirements for AA, AS and AAS

All persons seeking admission who have been previously enrolled in one or more institutions of higher education must submit the following items to the Georgia Military College Admissions Office:

1. A \$35 non-refundable application fee.
2. An official application (completed online at <http://www.gmc.edu/apply>).
3. An official transcript sent directly from every college, technical school or university previously attended. Students applying for admission at GMC while still enrolled at another college or university must provide an official preliminary transcript showing work completed to date and then provide an official final transcript at the conclusion of the last term of enrollment. Official transcripts must note the student's academic standing. Students transferring from institutions that do not post academic standing must request a statement of academic standing from the Registrar's Office at their previous institution(s).
4. Military members and former military members must submit an official Joint Services Transcript sent directly from their Education Portal or through <https://jst.doded.mil/smart/signIn.do>
5. Applicants who have completed fewer than 10-quarter hours of regular college-level work must also meet all requirements for freshman admission. The requirement for submitting a high school transcript may be waived if the name of the high school and graduation date are annotated on a previously attended accredited college or university transcript and when 10 or more quarter hours of college-level work with a grade of "C" or better is evident. Students with college transcripts demonstrating completion of a bachelor's degree or higher do not have to submit documentation annotating a high school graduation date.
6. Applicants who have not completed English 101 and Math 103/Math 109 or higher with a grade of "C" or higher must take the placement examination unless they have completed the appropriate Learning Support Services course with a "C" or better at their previous institution and are prepared to enter English 101, Math 103 or Math 109. See [Placement Examinations](#) for additional information.
7. Students must be eligible to return to their previous institution immediately (i.e. not on suspension, exclusion or dismissal). Students seeking admission at GMC following suspension from their previous institution must provide adequate documentation to explain the grounds for suspension. Those students who have been suspended may petition for admission at GMC following a one-term break in enrollment. See [Admission of Students on Suspension](#) for additional information.

Students' academic progress at the prior institution will be evaluated by the [GMC Standards of Satisfactory Status](#) and may result in a warning, probation, or academic suspension status at the time of admission as well as impact access to available financial aid.

## Admissions Requirements for Bachelors of Applied Science (BAS) Program

There are two admission pathways into GMC's BAS degree programs.

1. Students who have successfully completed an accredited Associate of Applied Science (AAS), Associate of Applied Technology (AAT), or a similar applied associate degree program of study may apply for admission into a BAS degree program at Georgia Military College. Students with Associate of Applied Science degrees in General Studies or Technical Studies do not qualify for the BAS programs at GMC.

or

2. Students who have successfully completed a minimum of 50 quarter hours (33 semester hours) of coursework within a single technical discipline, as recognized by a regionally accredited technical college, with a minimum of 22 quarter hours (15 semester hours) of general education courses, and a total of 90 or more quarter hours (60 or more semester hours) may apply for admission into a BAS degree program at Georgia Military College.

Students seeking admission into the BAS program are not subject to the placement testing guidelines. Placement testing is only applicable to students seeking admission into an Associate degree program. All persons seeking admission into a BAS degree program must submit the following items to the Georgia Military College Admissions Office:

1. A \$35 non-refundable application fee.
2. An official application (completed online at <http://www.gmc.edu/apply>).
3. An official transcript sent directly from every college, technical school or university previously attended. Students applying for admission at GMC while still enrolled at another college or university must provide an official preliminary transcript showing work completed to date and then provide an official final transcript at the conclusion of the last term of enrollment.
4. Military members and former military members must submit an official Joint Services Transcript sent directly from their Education Portal or through <https://jst.doded.mil/smart/signIn.do>
5. Students must be eligible to return to their previous institution immediately (i.e. not on suspension, exclusion or dismissal). Students seeking admission at GMC following suspension from their previous institution must provide adequate documentation to explain the grounds for suspension. Those students who have been suspended may petition for admission at GMC following a one-term break in enrollment. See [Admission of Students on Suspension](#) for additional information.
6. Students' academic progress at the prior institution will be evaluated by the [GMC Standards of Satisfactory Status](#) and may result in a warning, probation, or academic suspension status at the time of admission as well as impact access to available financial aid.

## Non-Traditional Admissions

### Auditing a Class

Students who are admitted as freshman, transfer, or non-degree seeking students may register as auditors. Students wishing to enroll as auditors must:

1. Meet the prerequisites for any course requested.
2. Pay all fees and one-half of tuition.
3. Petition the Academic Dean at that campus for approval.

Auditors are registered on a space available basis and are not allocated a seat in class until all students have registered. Auditors will not receive a grade or credit for any course taken as an auditor. Online courses cannot be audited. Note: Veterans will not be certified for payment from the VA for audited courses.

### Home-Schooled Student Admissions

Admission of home-schooled students or graduates from non-accredited high schools must submit official documentation indicating the student meets the following criteria to be considered for admission as a beginning freshman:

1. A \$35 non-refundable application fee.
2. An official application (completed online at <http://www.gmc.edu/apply>).
3. A transcript of all courses completed. Transcript must include the course title, unit of credit for each course, time frame or semester in which each course was completed and the grade received. The transcript must also include a description of the grading system used (such as grade scale or grade key) as well as a graduation date (month/day/year).
4. A bibliography of textbooks and/or assigned readings used.
5. A writing sample or official college transcript indicating successful completion of ENG 101 with a grade of "C" or better.
6. Written consent of the parent/guardian if the student is under 18 years of age at the time of initial enrollment to GMC **OR** successful completion of the GED.
7. The name and address of the parent or legal guardian with a space for their signature. The name of the home school administrator is to be included if it is not the parent.
8. The following statement must be included on the transcript "I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated and under the laws governing the state and county in which the home schooling occurred."
9. The transcript must be notarized and include the following: signature of the Notary Public, printed name, date, state and county, commission number, date commission expires.

### Dual Enrollment

Georgia Military College recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of an organized dual enrollment program in which the student, while continuing his/her enrollment in high school as a freshman, sophomore, junior, or senior, enrolls in courses for college credit. Minimum admission standards for the dual enrollment programs are listed in the following sections.

## Admissions Standards – Dual Enrollment Program

Students seeking dual enrollment must provide the following:

1. A properly completed official application form. No application fee required.
2. Minimum cumulative unweighted high school grade point average of 2.50 on a 4.00 scale.
3. Completed Participation Agreement for each term attending GMC.
4. Must submit official, qualifying SAT, ACT, or placement scores:
  - a. If SAT/ACT scores are submitted, then they must meet the following requirements:
    - i. SAT Critical Reading score of at least 480 (prior to March 2016), OR an SAT Reading score of at least 26 (after March 2016), OR ACT English score of at least 20.
    - ii. SAT Math score of at least 440 (prior to March 2016), OR an SAT Math score of at least 24 (after March 2016) OR ACT Math score of at least 18.
  - b. If the Placement Test is taken in lieu of the SAT or ACT, the following is required:
    - i. GMC campus representative will schedule a Placement Test for students after receipt of their respective official high school transcript that reflects their cumulative unweighted high school grade point average of at least a 2.50 on a 4.00 scale.
    - ii. The following are the minimum Next Generation Accuplacer Placement test subscores for qualifying Dual Enrollment placement: **no score less than** 240 in Reading, 4 on the Write Placer component, and 251 in Math.
5. Must exempt Learning Support Services (LSS) English and Reading prior to registering for courses with LSS English or Reading as a prerequisite.
6. Must exempt Learning Support Services (LSS) Mathematics prior to registering for courses with LSS Mathematics as a prerequisite.
7. Degree seeking dual enrollment students must meet all degree requirements, including LSS requirements as outlined in the [Learning Support Services](#) section of the Catalog.

## Admission Standards – Dual Enrollment Program/Home-Schooled Students

Home-schooled students wishing to participate in the dual enrollment program must submit official documentation indicating compliance with the following criteria:

1. A properly completed official application form. No application fee required.
2. A list of courses completed.
3. A bibliography of textbooks and/or assigned readings used.
4. Official college transcript indicating successful completion of ENG 101 with a grade of “C” or better or a writing sample.
5. Completed Participation Agreement for each term attending GMC.
6. Must submit official, qualifying SAT, ACT, or Accuplacer scores as indicated under Admission Standards-Dual Enrollment Program.
7. Must exempt Learning Support Services (LSS) English and reading prior to registering for courses with LSS English or reading as a prerequisite.
8. Must exempt Learning Support Services (LSS) mathematics prior to registering for courses with LSS mathematics as a prerequisite.
9. Degree seeking dual enrollment students must meet all degree requirements, including LSS requirements as outlined in the [Learning Support Services](#) section of the Catalog.

## Dual Enrollment Students with Disability

Students entering as a dual enrollment student are seen as college students; therefore, all college policies apply, to include those students entering with a disability.

The college seeks to provide reasonable accommodations to ensure equal access to all programs, activities and services. Georgia Military College as a post-secondary institution adheres to the provisions of the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973 to provide equal access. For the full policy, see the catalog section [disability services](#) or webpage at <http://www.gmc.edu/academic-programs/disability-services.cms>. Dual enrollment students needing accommodations follow the same verification process as any GMC student. The application for disability accommodations is provided on the GMC website.

## Joint Enrollment

High school students may earn college credit by enrolling at GMC as a joint enrollment student. Courses successfully completed through joint enrollment result in college credit but **not** high school credit. Students are responsible for all financial obligations associated with courses taken through joint enrollment. If a student wishes to attend GMC as a joint enrollment student, they must meet the Dual Enrollment admissions requirements as outlined above in the College Catalog.

**NOTE: Students cannot participate in both the Dual Enrollment Program and the Joint Enrollment Program at Georgia Military College during the same academic term.**

## International Student Admissions

1. International applicants must complete all parts of the application for admission. The application can be completed online at <http://www.gmc.edu/apply>.
2. To be considered for admission, international applicants must have achieved a level of education at least equivalent to high school (secondary school) graduation in the United States.
3. Applicants must present official transcripts (certified or attested) in the original language, as well as official translations in English (certified or attested) of all high school/secondary school and all college/university level work. It is recommended that an official translation of education documents be provided by World Education Services, Education Credential Evaluators, Inc., or through J. Silny Associates, or another agency recognized by the National Association of Credential Evaluation Services (NACES).
4. If English is not the official language of education in the student's home country, an official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score report must be provided, OR a student may provide official transcripts from a regionally accredited institution indicating completion of an English as a Second Language program.

A minimum TOEFL score of 460 (paper-based test), 140 (computer-based test) or 48 (internet-based test) is required for admission.

- i. Those students whose official TOEFL score is between 460-499 (paper-based test), 140-173 (computer-based test), or 48-61 (Internet-based test) will be required to enter the Learning Support Services English and Reading programs.
- ii. Those students scoring 500 (paper-based test), 174 (computer-based test), or 62 (Internet-based test) or above will be allowed to enroll in standard college-level courses provided the student has passed the English and Reading placement test administered to all incoming students.



A minimum IELTS score of 6 in all areas is required for admissions.

- i. Those students whose official IELTS score is 6-8 in all areas will be required to enter the Learning Support Services English and Reading programs.
- ii. Those students whose official IELTS score is nine (9) in all areas will be allowed to enroll in standard college-level courses provided the student has passed the English and Reading placement tests administered to all incoming students.

**TOEFL and IELTS scores apply to Reading and English Placement only.**

International students are subject to the criteria as stated in [Placement Examinations](#).

5. International applicants must present evidence of adequate and assured financial resources for the entire time the student will attend GMC (complete the GMC Declaration of Finances form). International students who will reside outside of the United States while pursuing their GMC degree through the GMC Global Online Campus are not required to submit this document.
6. International students wishing to reside on the Milledgeville Campus to be a member of the Corps of Cadets must secure from his/her Embassy a letter of permission to become a cadet and participate in the Reserve Officer Training Corps.
7. A copy of the student's passport, with valid VISA and signed I-20, must be provided to their local Admissions Office within 10 days of enrollment. I-20 documents will not be issued to international students who will reside outside of the United States while pursuing their GMC degree through the GMC Global Online Campus.

## Non-Degree Seeking Student Admissions

Non-degree seeking students must follow GMC's general admission guidelines and placement testing guidelines. Students admitted as non-degree seeking students may register for any associate-level course for which the prerequisite(s) has been satisfied. Waivers for these requirements may be granted on an individual basis by petitioning the Associate Chief Academic Officer. Students with a conferred degree may submit only their official transcript from the last institution indicating their degree. Registration for courses is on a stand-by basis. Non-degree seeking students are ineligible for financial aid as well as for the Bachelor of Applied Science degree programs.

## Transient Student Admissions

Transient status means that a student is admitted to Georgia Military College for a specified period of time, normally a single term, with the understanding that the student is to return to the prior college at the opening of the next term. Transcripts of college work completed elsewhere are not usually required of such applicants, since they are not admitted to full standing at Georgia Military College. An applicant who is enrolled in another college or university and meets minimum Georgia Military College freshman or transfer admission requirements may seek a one-term admission to Georgia Military College. Transient students may not take directed study or independent study courses at Georgia Military College.

The following documents and fees are required:

1. A \$35 non-refundable application fee.
2. An official application (completed online at <http://www.gmc.edu/apply>).
3. An official letter from the Registrar of the institution in which the student is regularly enrolled indicating eligibility to return and recommending admission to Georgia Military College as a transient student to complete specific course work.

## Readmission of Former GMC Students

A former GMC student who has had a break in attendance at GMC that has not exceeded a 12-month period of time may call the respective GMC campus Admissions Office to update his or her application. The student should also request that official transcripts from any other institution the student may have attended since attending GMC be sent to the Admissions Office. Students who have attended another college or university since leaving GMC must meet all requirements for transfer student admission. A student wishing to return must give the Admissions Office sufficient notice to allow action by the appropriate Academic Dean, if necessary. Students who were admitted but have not attended GMC within the past two years must reapply (complete application online at <http://www.gmc.edu/apply>) and verify with the GMC Office of Admissions to ensure that all official transcripts submitted previously are still on file. Students returning under this policy will come under the catalog in operation at the time of readmission. This policy is not subject to appeal.

## Readmission of GMC Graduates

Graduates of Georgia Military College, or other regionally accredited institutions, may return to college with GMC for the purpose of continuing their education. A new application for admission must be submitted. These students may only apply courses listed in the GMC core curriculum to the second degree and all of the concentration courses must be composed of courses not previously taken and passed for academic credit toward a degree or as an elective and reflected on the official transcript.

Students returning under this policy will come under the catalog in operation at the time of readmission. This policy is not subject to appeal.

## Admission of Students on Suspension

### Former GMC Students

The student petition for a Georgia Military College student, who is under suspension status and seeking readmission, will be reviewed by the designated official at the GMC campus location and approved by the Academic Dean at the campus.

To re-enter on a probationary status, a student must successfully complete ten credit hours, earning a quarterly GPA of 2.00 or better. To remain in school, the student must continue to make a 2.00 quarterly GPA, or better, until he/she returns to good standing. If the student does not maintain the 2.00 GPA, the student will again be suspended for one quarter. A student who has been suspended twice, readmitted and then fails to make progress sufficient for removal from probation will be suspended for a period of one academic year.

Any suspended student must petition the Academic Dean for permission to re-enroll at Georgia Military College and if readmitted, attend academic counseling and complete the Academic Seminar. Former GMC students returning from suspension are not eligible for financial aid until they have successfully completed ten hours of credit. The student is eligible to receive aid for the next quarter after the ten hours are completed satisfactorily **and** the student has met all other admissions and academic standards. See the section [Satisfactory Academic Progress](#) for specific details.

## Transfer Students

Admission to GMC may be granted to any student on academic suspension, dismissal or exclusion upon the following conditions:

1. Current application is on file;
2. Submission of a student petition showing reasons to consider admission;
3. The availability of valid academic transcripts for review;
4. An intervening term of one quarter between the last term of academic suspension status and the proposed term of admission.



Students suspended for reasons other than for academic performance must provide adequate documentation explaining the circumstances of the suspension. The student petition for admission for transfer students will be reviewed by the designated official at the GMC campus location and approved by the Executive Director. If admitted, the student is required to attend academic counseling and complete the Academic Seminar.

Students who have not successfully exited remedial or developmental study deficiencies will be required to enroll in the corresponding LSS courses at GMC in the first term.

Students' academic records will be evaluated according to the GMC Standards of Satisfactory Progress and may result in a warning or probation status at the time of admission.

A transfer student admitted from suspension may or may not be eligible for financial aid. See the section [Satisfactory Academic Progress](#) for more information.

## **Academic Seminar**

As a condition of admission and continued enrollment, students admitted from suspension must complete the Academic Seminar provided by the Department of Academic Support Services. This seminar is designed to assist the student in successfully attaining good academic standing within the conditional period.

Students are encouraged to complete the Seminar prior to their enrollment and must complete the Seminar by the mid-term of the first term of enrollment. Failure to complete the Seminar will result in the inability to register for future terms.

Click for more information on [Academic Warning, Probation, and Suspension](#).

## **Admissions General Information**

### **New Student Orientation**

New student orientation is a structured program that offers new freshmen and transfer students the opportunity to establish a link with faculty and staff and to become familiar with facilities at the student's chosen GMC campus location. Topics typically discussed during orientation sessions include registration, academic advisement, financial aid, health services, student activities, rules/regulations, and academic affairs.

### **Articulation Agreements**

GMC has articulation agreements with several colleges. This means that when you graduate from GMC, the allied college will accept your credits toward a bachelor's degree. In addition, the allied college may offer GMC graduates special incentives to attend their school. Particulars of each agreement are available from the allied colleges. Please visit <http://www.gmc.edu/academic-programs/articulation-agreements.cms> for a list of articulation agreements. Additional information can be obtained from your academic advisor.

### **Right to Refuse Admission**

An applicant may be declared eligible for admission, registration, enrollment or re-enrollment at Georgia Military College only after satisfying all established requirements. Georgia Military College reserves the right to investigate and review the records of any student to determine the applicant's academic, moral, and psychological fitness to enroll. The applicant must furnish to the institution such biographical and other information, including references, as may be required to establish that the student's enrollment at Georgia Military College will not be detrimental to the health, safety, welfare or property of other students or members of the campus community or to the orderly operation of the institution.

## Transfer of Credit – AA, AS, AAS Degree Programs

Credits earned in college-level courses at universities accredited by a regional accrediting association may be fully transferable according to the general admission policies for transfer students. Credit earned at proprietary schools and technical institutions that are not regionally accredited are not reviewed for transfer credit. Credits will be accepted as follows:

1. Georgia Military College may award transfer course credit for work completed at regionally accredited colleges in which a grade of “C” (2.0) or better was earned. Such credit will be awarded based upon comparability of the course(s) with existing GMC credit course offerings, degrees and majors. Students planning to continue their studies for a more advanced degree in science or technology must consult with their advisor to determine if credit transferred in these areas is appropriate considering that the pace of research or technology may have overtaken its content. If such a determination is made, a petition should be submitted to the Academic Dean to have the transferred credit removed from the student’s active degree program and their Georgia Military College transcript, so the student may retake the course.
2. Georgia Military College will only award transfer credit for up to 67.5 quarter hours. In meeting this requirement, transfer credits are awarded into the core curriculum first and the students declared degree concentration second. Additionally, courses that have GMC equivalents take precedence over courses that do not have a GMC equivalent and are therefore transferred first. Students may request an exemption to this policy by petition to the Associate Chief Academic Officer.
3. Credit earned at regionally accredited technical colleges may be accepted depending on the student's degree program, level of courses at the technical college and the accreditation level of the technical college. Refer to the [Technical College Credit Policy](#) for more information.
4. Learning Support Services class completion at regionally accredited technical colleges may be used to assist with determining placement level. These courses are not transferable for credit into a degree program.
5. Upper division courses (those numbered above 299 that reflect junior/senior level classes) generally are not transferable but may be accepted with a petition approved by the Associate Chief Academic Officer under extenuating circumstances.
6. The PER 101 course (College Success) is required for all degree-seeking students, except those who upon admission have successfully completed or transferred in 24 quarter hours or more of college-level courses and are in good academic standing according to GMC standards of academic progress, and must be completed during a student’s first term of enrollment at GMC.
7. Students transferring from a semester system institution will have credit converted by multiplying semester hours by 1.5. Example: 3 semester hour course  $\times 1.5 = 4.5$  quarter hours. Students transferring courses may use a course transferred into GMC to satisfy corresponding course requirements in a GMC degree track. Typically, students will be required to take additional course work in order to complete degree quarter-hour requirements (**a minimum of 90 quarter hours is required for an associate degree**).
8. Georgia Military College does not award academic credit for course work taken on a noncredit basis.
9. Military training/experience and schooling will be evaluated for credit toward a GMC degree as recommended by the American Council on Education (ACE) Guide and recommendation of the appropriate Division Chair.

10. Formal military training will not be transferred or credited toward ROTC courses. ROTC courses at other colleges may be transferred toward a GMC degree.

## Transfer of Credit – BAS Degree Programs

Credits earned in college-level courses at institutions accredited by a regional accrediting association may be fully transferable according to the general admission policies for transfer students. Credit earned at proprietary schools and technical institutions that are not regionally accredited are not reviewed for transfer credit. Credits will be accepted as follows:

1. Georgia Military College may award transfer course credit for work completed at regionally accredited colleges in which a grade of “C” (2.0) or better was earned. Such credit will be awarded based upon comparability of the course(s) with existing GMC credit course offerings, degrees and majors. Students planning to continue their studies for a more advanced degree in science or technology must consult with their advisor to determine if credit transferred in these areas is appropriate considering that the pace of research or technology may have overtaken its content. If such a determination is made, a petition should be submitted to the Academic Dean to have the transferred credit removed from the student’s active degree program and their Georgia Military College transcript, so the student may retake the course.
2. Georgia Military College will only award transfer credit for up to 135 quarter hours for the BAS Degree Programs. In meeting this requirement, transfer credits are awarded into the core curriculum first and the students declared degree concentration second. Additionally, courses that have GMC equivalents take precedence over courses that do not have a GMC equivalent and are therefore transferred first. Students may request an exemption to this policy by petition to Associate Chief Academic Officer.
3. Credit earned at regionally accredited technical colleges may be accepted depending on the student's degree program, level of courses at the technical college and the accreditation level of the technical college. Refer to the [Technical College Credit Policy](#) for more information.
4. Transfer courses from accredited technical colleges indicating completion of an accepted AAS or AAT program will undergo a review from a committee comprised of GMC faculty and a GMC adjunct faculty member from a technical college. Completion of this review will result in a determination of the course’s application to the BAS program(s).
5. Students transferring from a semester system institution will have credit converted by multiplying semester hours by 1.5. Example: 3 semester hour course  $\times 1.5 = 4.5$  quarter hours. Students transferring courses may use a course transferred into GMC to satisfy corresponding course requirements in a GMC degree track. Typically, students will be required to take additional course work in order to complete degree quarter-hour requirements (**a minimum of 180 quarter hours is required for a BAS degree**).
6. Georgia Military College does not award academic credit for course work taken on a noncredit basis.
7. Military training/experience and schooling will be evaluated for credit toward a GMC degree as recommended by the American Council on Education (ACE) Guide and recommendation of the appropriate Division Chair.
8. Formal military training will not be transferred or credited toward ROTC courses. ROTC courses at other colleges may be transferred toward a GMC degree.

## Non-Traditional Credit Transfer

Students may be allowed credit for non-traditional experience with a maximum of 65 hours.

1. **CLEP:** A maximum of 45 quarter hours of CLEP credit may be awarded for the general examination using the American Council on Education (ACE) recommended score. A minimum score of 50 must be achieved in order for credit to be awarded. Exceptions are noted below. CLEP exams are periodically updated and not all exams are accepted for credit. Students should work with their advisor for the most updated information regarding CLEP. The chart below shows required test scores and equivalencies. Credit will be awarded based on the credit assigned to the equivalent GMC course. Scores obtained on these examinations will not affect the student's grade point average but will count toward total hours and fulfill degree requirements.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)	
CLEP EXAM COURSE	EQUIVALENCIES
Financial Accounting	ACC 201
Business Law, Introductory	BUS 206A
Information Systems	General Elective Credit
Management, Principles of	MGT 210
Marketing, Principles of	BUS 210
English Literature	ENG 231 OR ENG 232
American Literature	ENG 221
Analyzing and Interpreting Literature	ENG 201 OR ENG 202
College Composition	ENG 101
College Comp. Modular (without essay)	ENG 101
Humanities	ENG 102
Intro to Literature	ENG 101
French Language Level 1	FRE 101
French Language Level 2	FRE 102 (minimum score of 60 required)
German Language Level 1	GER 101
German Language Level 2	GER 102 (minimum score of 60 required)
Spanish Language Level 1	SPA 101
Spanish Language Level 2	SPA 101 & 102 (minimum score of 63 required)
American Government	PLS 101
Educational Psychology, Introduction to	PSY 207
History of the U.S. I: Early Colonization to 1877	HIS 121
History of the U.S. II: 1865 to Present	HIS 122
Human Growth and Development	PSY 203
Macroeconomics	ECO 201
Microeconomics	ECO 202
Psychology, Introductory	PSY 200
Sociology, Introduction	SOC 200
Western Civilization I: Ancient Near East to 1648	Social Science OR General Elective Credit
Calculus	MAT 201
College Algebra	MAT 109
College Algebra - Trigonometry	MAT 110
Natural Sciences	ISC 201
Pre-Calculus	MAT 112

2. **Experiential Credit:** College credits will be granted for formal service schooling, basic training, and professional certificates awarded by certain civilian occupational schools in accordance with recommendations made by American Council on Education Guide for Experiential Credit toward requirements for the specific degree in which the student is enrolled. Credit will not be accepted for core or concentration areas for science laboratory courses.
3. **DANTES:** Courses and/or examinations will be evaluated based on ACE recommendations and recommendation of the appropriate Division Chair. The student's score must be a minimum of 400 in order to receive credit.
4. **Correspondence Courses:** Courses successfully completed at regionally accredited colleges/universities will be evaluated by the appropriate division for acceptance.
5. **Advanced Placement:** Credit will be awarded to those who have participated in the Advanced Placement program. The chart below shows required test scores and course equivalencies. Credit will be awarded based on the credit assigned to the equivalent GMC course. Scores obtained on these examinations will not affect the student's grade point average but will count toward total hours and fulfill degree requirements.

Advanced Placement		
AP Course	Score	Equivalencies
Art History	3 or Higher	ART 194
Art Drawing	3 or Higher	ART 196
2-D Art and Design	3 or Higher	ART 195
3-D Art and Design	3 or Higher	ART 196
Biology	4 or Higher <sup>1</sup>	BIO 123 & 124
Biology	Score of 5 <sup>1</sup>	BIO 211 & 212
Calculus AB	4 or Higher	MAT 201
Calculus BC	4 or Higher	MAT 201 & 202
Chemistry	Score of 4	CHE 121 only
Chemistry	Score of 5	CHE 121 & 122
Chinese Language and Culture	3 or Higher	To be used as a Humanities Elective
Computer Science A	3 or Higher	CIS 210
Computer Science Principles	3 or Higher	CIS 120
Environmental Science	Score of 3	BIO 105
Environmental Science	4 or Higher	BIO 141
English Language and Composition & English Literature and Composition	3 or Higher	English Language and Composition-ENG 101 English Literature & Composition-ENG 102
European History	3 or Higher	To be used as a Social Science Elective <i>Note: Will not count for Global Perspectives</i>
French Language & Culture	3 or Higher	FRE 101
German Language & Culture	3 or Higher	GER 101
Govn. & Politics: Comparative	3 or Higher	PLS 210

Government & Politics: U.S.	3 or Higher	PLS 101 <i>Note: Meets the requirements for US Constitution but not Georgia.</i>
Human Geography	3 or Higher	GEO 219
Italian Language and Culture	3 or Higher	To be used as a Humanities Elective
Japanese Language and Culture	3 or Higher	To be used as a Humanities Elective
Latin	3 or Higher	To be used as a Humanities Elective
Macroeconomics	3 or Higher	ECO 201
Microeconomics	3 or Higher	ECO 202
Music Theory	3 or Higher	To be used as a Humanities Elective
Physics I	3 or Higher	PHY 111
Physics 2	3 or Higher	PHY 112
Physics C: Electricity/Magnetism	4 or Higher	PHY 212
Physics C: Mechanics	Score of 3	PHY 111
Physics C: Mechanics	4 or Higher	PHY 211
Psychology	3 or Higher	PSY 200
Seminar	3 or Higher	PER 201
Spanish Language and Culture	3 or Higher	SPA 101
Spanish Literature and Culture	3 or Higher	SPA 102
Statistics	3 or Higher	MAT 200
U.S. History	3 or Higher	HIS 121 or 122 <i>Note: Meets the requirements for U.S. History but not Georgia.</i>
World History	3 or Higher	HIS 111 or HIS 113

<sup>1</sup>With a score of 5, the BIO 123 and 124 sequence **OR** the BIO 211 and 212 sequence may be used in the degree program. However, only **one** of these sequences can be used, **not** both.

6. **Georgia Public High School Education Class Pathway Sequence:** Credit will be awarded to those entering freshmen who have successfully completed the Education Pathway at any Georgia public school. Students must pass the three Education Pathway courses with a “C” or better, complete a portfolio, and pass the statewide assessment in order to receive five quarter hours of credit in lieu of EDN 226.
7. **International Baccalaureate Program:** A maximum of 24 quarter hours may be awarded based on the information in the transfer table below to those students who have participated in the International Baccalaureate program. Scores obtained on these examinations will not affect the student’s grade point average but will count toward total hours and fulfill degree requirements.

GMC Awards Credit for International Baccalaureate (IB) Coursework		
Subject Area	Exam Level and Score	Credit Awarded
Biology	HL-4 or Higher	BIO 123, General Biology I
Majors Biology	HL-5 or Higher	BIO 211, Principles of Biology I
Business and Management	HL-4 or Higher	General Elective Credit
Chemistry	HL-4 or Higher	CHE 121, Principles of Chemistry I and CHE 122, Principles of Chemistry II
Computer Science	HL-4 or Higher	CIS 210, Principles of Computer Programming I
Economics	HL-4 or 5	ECO 201, Macroeconomics
	HL-6 or Higher	ECO 201, Macroeconomics & ECO 202, Microeconomics
English A Literature	HL-4 or Higher	ENG 102, Composition II
French, German, Spanish - Language B	HL-4 or Higher	FRE 101, Elementary French I, GER 101, Elementary German I or SPA 101, Elementary Spanish I
French, German, Spanish - Language B	HL-5 or Higher	FRE 102, Elementary French II, GER 102, Elementary German II or SPA 102, Elementary Spanish II
French, German, Spanish - Language B	HL-6 or Higher	FRE 201, Intermediate French I; GER 201, Intermediate German I; or SPA 201, Intermediate Spanish I
Geography	HL-4 or Higher	Social Science Transfer
History, Americas	HL-4 or Higher	HIS 121, American History I or HIS 122, American History II <b>(GA History Exam Required)</b>
History, European	HL-4 or Higher	HIS 113, World Civilization II <b>(Fulfills Global Literacy)</b>
Mathematics	HL-4 or Higher	MAT 201, Calculus I
Music	HL-4 or Higher	MUS 194, Music Appreciation
Philosophy	HL-4 or Higher	PHI 200, Introduction to Philosophy
Physics	HL-4 or Higher	PHY 111, Introductory Physics I
Psychology	HL-4 or Higher	PSY 200, Introduction to Psychology
Social and Cultural Anthropology	HL-4 or Higher	ANT 201, Anthropology
Theatre	HL-4 or Higher	THE 194, Introduction to Theater
Visual Arts	HL-4 or Higher	Humanities Elective-Area C
World Religions	HL-4 or Higher	REL 220, World Religions
<b>HL = Higher Level Test</b>		

8. **Exception:** Non-traditional and traditional credit cannot be duplicative. If non-traditional credit is at the same level as traditional credit, the non-traditional credit cannot be used.
9. **Community College of the Air Force:** A student may be considered a transfer student on the basis of Community College of the Air Force (CCAF) work completed after July 19, 1978.
10. **Fraudulent Information:** Transfer credits awarded by GMC based upon fraudulent information on admission documents will be withdrawn and the student will be subject to dismissal.
11. Georgia Military College does not award academic credit for course work taken on a noncredit basis.



## Technical College Credit Policy

Georgia Military College accepts college-level credit from the Technical College System of Georgia. If the student is in an associate degree program at a SACSCOC (or equivalent) accredited institution, GMC will accept credit as allowed based on our [Transfer of Credit](#) policy.

GMC **does not** accept academic credit earned in diploma or certificate programs from any community college or technical college **regardless of accreditation standings**.

## Residency Requirement

All students must successfully complete 25 percent of the quarter hours required for the degree conferred through instruction offered at Georgia Military College in order to satisfy residency requirements. In addition, students must maintain at least a 2.00 cumulative GPA for courses taken with GMC. The residency requirements pertain to both military and non-military students.

## Veterans

Georgia Military College recognizes that there are many advantages for educational advancement while serving in our nation's armed forces. To enable students to apply such training in formal education programs leading to academic degrees, Georgia Military College will grant credit according to the recommendations contained in *A Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education.

# CORPS of CADETS

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## COMMANDANT OF CADETS' OFFICE

COL Steve Pitt, Commandant of Cadets  
(478) 387-4899

The Georgia Military College Corps of Cadets dates to the school's founding in 1879 when the first group of over 200 male and female students arrived on the Milledgeville campus that winter. The Corps' long and distinguished history has paralleled that of the college and from the Corps' ranks have developed leaders who have served their country and their state in both military and civilian leadership positions at all levels of command and society.

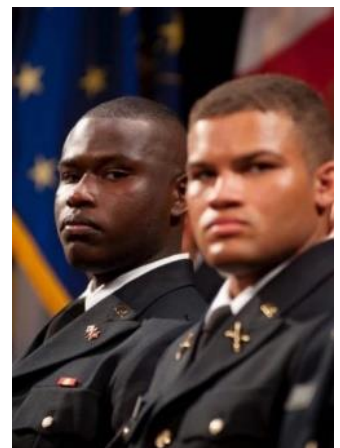
Graduates of the GMC Cadet Corps have served with honor and distinction in every war and major conflict of the United States since the founding of the school. Our young men and women graduates have distinguished themselves, wherever our country needed their services. Participation in the cadet program does not incur a military obligation. However, some cadet programs offer the opportunity for military service.

In the early and mid-twentieth century, the college received accreditation to award the associate degree and was designated a U.S. Military School. In 1950 as a U.S. Military Junior College, GMC became a part of the Army ROTC Early Commissioning Program (ECP). Today, GMC is one of only four colleges where a student, by completing the junior college degree, participating in the Corps of Cadets, and satisfying all necessary training requirements, can become a commissioned officer in the United States Army National Guard or Reserves in just two years. Cadets that satisfactorily complete the ECP program also have the ability to request to compete for an active duty commission from the United States Army.

The Corps of Cadets is organized and administered in a manner common to military organizations. The cadet regiment is composed of cadet battalions that, in turn, are composed of cadet companies. Each company is organized into cadet platoons and cadet squads. A cadet chain of command is superimposed over this organization and given the responsibility to assure that good order and discipline prevail within the Corps of Cadets.

The Commandant of Cadets is the senior GMC official placed in charge of all junior college cadets. The President of Georgia Military College makes the Commandant of Cadets responsible for maintaining good order and discipline within the Corps of Cadets. The Commandant is also responsible for establishing cadet rules, regulations, policies, and procedures; for maintaining cadet disciplinary records; and for guaranteeing the quality of cadet training.

Cadet leaders are appointed annually by the Commandant of Cadets. Leadership in the corps implies total responsibility for members of the corps.



## Becoming a Cadet

Students interested in being a cadet resident student at the campus in Milledgeville may choose to participate in the U.S. Army ROTC program. State Service and Early Commissioning cadets must participate in ROTC and it is optional for Civic Leaders. GMC football players are not required to participate in ROTC.

All students who wish to be GMC cadets must submit an application for admission to GMC and submit the following supporting documents:

- An official copy of the high school transcripts at the time of application, and upon high school graduation, an official transcript showing date of graduation, type of diploma issued, and final grade point average. The student must request that these documents be sent by the high school to the GMC Admissions Office. Alternatively, the Admissions Office will receive an official General Educational Development (GED) certificate showing all scores directly from the office of official record. Transfer students wishing to join the Corps must also follow the college policy governing transfer admissions.
- Complete the ARMY ROTC application if applying for the Early Commissioning Program.
- A certified copy of the student's birth certificate (Cadets participating in ROTC).
- A complete physical and medical history form (request a form from GMC Nurse's Office)
- A certificate of immunization (shots record).
- Health Questionnaire Certificate
- Meningitis Vaccine waiver
- Tuberculosis Screening
- International students also must submit a completed I-20 form. International students taking ROTC must have a letter from their nation's embassy or consulate authorizing the student to participate in Army ROTC military training at Georgia Military College.

## Cadet Corps Stipulations

As members of the corps, cadets are required to follow the guidelines established in the Cadet Guide, which contains the rules and regulations that govern the corps.

First year cadets are assigned to one of two cadet battalions, assigned a room, fitted/issued uniforms and then the cadet orientation/training period begins.

During the orientation period, new cadets are taught the rules and procedures that govern behavior and discipline within the Corps of Cadets. They learn how to wear the cadet uniform, maintain their barracks, and march as a cadet unit. They also learn the history of GMC and appropriate military customs and courtesies. The physical fitness of each cadet is assessed, and a yearlong physical fitness program begins.

Cadets learn new skills, acquire new knowledge, and learn to view their responsibilities at GMC more in terms of "team" rather than "self."

Considerable effort is spent letting all concerned know what is expected and what acceptable standards of behavior and performance are required of a cadet during this intensive training. Values such as "Duty, Honor, and Country" are emphasized. By the end of the orientation period, cadet understanding of the importance of these virtues can be heard in voices that loudly proclaim, "Character Above All, Sir!" as they meet and greet GMC officers.

The orientation period ends with formal testing and with an inspection of cadets and their barracks room by the Commandant's Office. Completion of the cadet orientation period is celebrated by everyone during a Corps of Cadets (Fall term) or during an end of term Corps of Cadets formation (Winter and Spring terms). Parents and friends are encouraged to attend and participate in the pinning of their cadet.

## Further Stipulations

In addition to all graduation requirements in the academic sections of the catalog, cadets must have approval from the Commandant of Cadets to graduate.

Students must satisfy all disciplinary requirements prior to graduation. No exceptions will be made to this policy. Students who fail to fulfill their disciplinary obligations will have a disciplinary hold placed on their transcripts until they have satisfied the requirements as outlined in the disciplinary hold.

## Immunizations/Screenings

Members of the GMC Corps of Cadets must submit a certificate of immunization to provide verification of current immunization requirements. Georgia law also mandates that residential students provide signed documentation stating that they have received a vaccination against meningococcal disease or reviewed the information and declined to be vaccinated. In addition, all incoming residential students are required to have a current tuberculosis skin test.

Students who have religious objections to immunizations and students whose physicians have certified that they cannot be immunized because of medical reasons may be exempted from providing proof of immunizations and must coordinate this through the GMC Aid Station.

## Reserve Officers' Training Corp (ROTC) Classes

Members of the Corps of Cadets on the Milledgeville Campus may include ROTC courses as part of their degree program. Cadets participating in ROTC may qualify for a federal uniform commutation allowance as approved by the GMC Professor of Military Science and the United States Army Cadet Command.

Students enrolled in the ROTC Advanced Course may overload on the recommendation of the ROTC or faculty advisor with concurrence of the Department Chair for up to 21 quarter hours or of the Academic Dean if requesting 22 quarter hours or more. All students wanting to contract into the Early Commissioning Program must have a minimum score of 1000 SAT or 19 ACT to qualify for an Army ROTC scholarship. These students must be members of the Corps of Cadets.

## Athletics/Student Activities

Members of the Corps of Cadets are eligible to participate fully in all of the college's intercollegiate and intra-collegiate activities, clubs, and organizations. The college sponsors the following athletic teams: men's and women's soccer, men's and women's cross-country, women's softball, men and women's golf, a co-ed rifle team, and a junior college football team. Georgia Military College is a full member of the National Junior College Athletic Association (NJCAA) and the Georgia Collegiate Athletic Association (GCAA). GMC's intercollegiate teams have been greatly successful at both the regional and national levels, including national championships in football, rifle and golf in recent years.

## Football Team Members

All first year football team members are required to participate fully in the cadet program. As members of the Corps of Cadets, they are eligible for all of the privileges and responsibilities of leadership available to members of the corps.

## Rifle Team

The Rifle Team is open to all students. Its purpose is to provide members an opportunity to compete in rifle marksmanship activities at the collegiate level. Matches are scheduled during the year at home and at other colleges.

## **Color Guard/Drill Team**

The Georgia Military College Drill Team is open to any member of the Corps of Cadets at GMC. The purpose of the Drill Team is to promote the spirit of competition and discipline through the precise execution of military drill. The team often competes at national level competitions at various locations throughout the Southeast.

## **Ranger Club**

The GMC Ranger Club is open to all enrolled ROTC students. Its purpose is to provide members an in-depth look at advanced tactics and small unit patrolling. The club offers its members the challenge of increasing self-discipline and physical stamina through challenging field exercises, white water rafting trips, and rappelling exercises. The Ranger Club is under the supervision of the Military Science Department Staff and a faculty sponsor.

## **Ranger Challenge Team**

The Ranger Challenge is ROTC's varsity sport. A 10-member GMC team competes in Ranger Challenge in a state level competition in such events as rifle marksmanship, orienteering, M-16 weapons assembly and disassembly, rope bridging and the hand grenade assault course. The Ranger Challenge Team is supervised by the staff of the Military Science Department Army ROTC and a faculty sponsor. GMC is among the top teams in their level of competition.

## **Cadet Financial Information**

### **Expenses**

Current Cadet Tuition and fees are listed on the GMC web page in New Students/Tuition and Fees/Milledgeville – Cadets Page. ([www.gmc.edu](http://www.gmc.edu))

### **Room Damages**

The Campus Administration will hold a student financially liable to pay for any assessed room damages during that student's occupancy. The student's account will be charged accordingly.

### **Scholarships Available**

GMC offers funding specifically to help pay costs for cadets attending GMC at the Milledgeville Campus. The cadet applicant may contact the GMC Admissions Office and/or the GMC Athletic Department for specific guidelines for awards under their control.

Cadets should also check the section in this catalog, [Institutional Scholarships](#). Additional guidelines for filing financial aid forms are in that section.

NOTE: GMC scholarships awarded are subject to guidelines, which require the student to continue to meet the criteria upon which the award is based. GMC Scholarship recipients are required to write a thank you letter to the person(s) who provided the resources for the scholarship and apply for federal student aid.

## **Army ROTC**

Participation in the Army Reserve Officers Training Corps (ROTC) is valuable for future civilian as well as military leaders. GMC recognizes the value of the leadership training by awarding academic credit toward graduation for all military science courses.

The U. S. Army ROTC at Georgia Military College consists of the Basic Course (MS I & II) and the Advanced Course (MS III & IV), also called the Early Commissioning Program (ECP). The majority of GMC cadets are in the Basic Course, which requires no military service obligation. The ROTC Basic Course is designed to provide cadets a solid level of fundamental military education, emphasizing leadership and basic military skills (i.e. military history, First Aid, Communication, Role and Customs of the United States Army). Basic Course cadets, who

qualify, can continue their military education by attending the Advanced Course at a senior college while completing a baccalaureate degree. The Basic Course is valuable to those students who do not desire military service, but who want to become leaders and managers in the civilian community. Effective communication and leadership principles are stressed not only in the classroom, but also in the accomplishment of all tasks assigned to cadets.

Cadets are encouraged to consider the benefits and advantages offered by enrollment in the ECP. The ROTC Advanced Course ECP is available for those academically and physically qualified cadets who are interested in becoming U. S. Army officers. The program prepares cadets to serve as commissioned officers and includes instruction in leadership, management, and military tactics. A vigorous program of academics, field training exercises and physical training develops self-confidence, self-reliance, physical stamina and endurance. Advanced Course subjects include, military justice, command and staff functions, military weapons, leadership skills, military operations and tactics.

The ROTC ECP is a program for qualified students to earn the rank of a U.S. Army Second Lieutenant after successfully completing the 2 years of Advanced ROTC. This is a fast-paced leadership development curriculum that prepares the students for officer positions within the U.S. Army National Guard and Reserves. Advanced Course cadets must sign a contract with the United States Army that obligates the student to military service upon successful completion of the ROTC Advanced Course.

Prospective students who desire to enter Advanced ROTC should contact the Professor of Military Science (PMS) as early as possible in their senior year of high school. For more information, please call 478-387-4931.

Letters may be addressed to:

The Professor of Military Science  
Georgia Military College  
201 East Greene Street  
Milledgeville, GA 31061

## **Qualifications for ARMY ROTC ECP**

ROTC ECP Advanced Course cadets receive a monthly ROTC stipend, in addition to a President's Scholarship from GMC. Interested students must also be approved by the ROTC Professor of Military Science for enrollment in the Advanced Course.

To qualify for the Advanced Course, students must meet the following criteria:

- Be a U.S. Citizen.
- 17 years old.
- Earn a High School Diploma or equivalent (GED).
- A minimum cumulative grade point average of 2.5 (scholarship) or 2.0 (non-scholarship) on a 4.0 scale.
- Have a minimum combined SAT (Critical Reading and Math only) score of 1000 (scholarship) or 850 (non-scholarship) or composite ACT score of 19 (scholarship) or 17 (non-scholarship). The student must submit official scores.
- Meet medical standards.
- Meet height and weight standards.
- Pass a standard Army physical fitness test (push-ups, sit-ups and 2-mile run).
- New applicants will be categorized into one of two groups listed below:
  - i. Completed Basic Training.
  - ii. Those who did not complete Basic Training will attend the Basic Camp at Fort Knox the summer before attending GMC.



## Basic Camp Training

Basic Camp is held at Fort Knox, Kentucky and is for all advanced course cadets. To qualify for the ECP program, students must have completed Basic Training or Basic Camp. Students attending Basic Camp complete and receive the following:

- Attend a 1-week Mini Camp at GMC...then 30 Days training at Fort Knox, Kentucky.
- All meals and transportation provided by the U.S. Army.
- Opportunity to receive a Two Year Scholarship totaling up to \$20,000 per year
- Receive one month's Army Pay.

## ROTC ECP – Military Junior College (MJC) Scholarship

These scholarships are awarded by the Professor of Military Science. An Order of Merit (OML) List is created with 17 scholarships awarded. All MJC Scholarship recipients must participate in the Simultaneous Membership Program (SMP).

SMP is a program in which Senior ROTC (contracted) Cadets simultaneously serve as members of the Army National Guard/Army Reserve and ROTC. Cadets participating in this program are non-deployable RC Unit assets. This program is open to all contracted non-scholarship Cadets and mandatory for all MJC Scholarship Cadets. Money available to SMP National Guard Cadets includes the Montgomery GI Bill®, Montgomery GI Bill® Kicker and E-5 Drill Pay. For Montgomery GI Bill® money, the soldier has to have completed Basic Training and Advanced Individual Training.

## Voluntary Training

In addition to the training provided by the Military Science Department, cadets have the opportunity to attend some of the Army's best training.

U. S. Army Airborne School is held at Fort Benning, Georgia. Cadets who complete this three-week airborne training earn and proudly wear their wings as Army paratroopers.

U. S. Army Air Assault School, conducted at various training locations throughout the United States, teaches basic rappelling techniques and includes helicopter rappelling techniques along with other military air assault training. After successful completion of this ten-day training, cadets are awarded the Air Assault Badge.

Other military training opportunities available include the Northern Warfare Course and Cadet Troop Leader Training (CTLT).

Select cadets will be given the opportunity to compete for a slot to attend the Cultural Understanding and Language Proficiency (CULP) program. CULP gives cadets the opportunity to understand various cultures and customs of militaries and civilians outside the United States (Advanced ROTC cadets only).

# FINANCIAL INFORMATION

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## Tuition and Fees

Tuition and fees are set annually and approved by the Georgia Military College Board of Trustees. Charges are assessed to a student's account quarterly when the student registers for courses. All charges are subject to audit and correction and any such adjustments will be made to the student's account.

Students are expected to meet all financial obligations when they are due. It is the student's responsibility to keep informed of all tuition and fee payment dates. A student's registration is not complete until all tuition and fees are paid. Students are notified when their statement is available for viewing in the Student Finance Self-Service Module. Students should access this module for billing and account information. Payment options include:

- Payment online through the Student Finance Self Service Module
- Cash, check, or money order at the campus Business Office

Students who have not paid their bill by the payment deadline may have their courses cancelled.

## Textbooks and Supplemental Material

Each class typically requires a specific book or set of books. Students are required to obtain all required textbooks and supplemental materials.

For students enrolled in classes, the college has instituted a textbook program to provide quality textbooks at the most reasonable price. The book fee is included in the registration charges. Acceptance of the books is considered implied consent to use Federal Student Aid (FSA) funds to pay the term's book fees.

Students receiving FSA funds may choose to opt out of the book rental program. Students may choose to purchase books and supplies from other vendors. Detailed instructions on opting out of the textbook program are found on the GMC website.

## Seated Classes

Books are checked out at the campus bookstore in the student's name and must be returned at the end of each quarter by the advertised due date to avoid late charges. If a book is not returned or is in damaged and deemed to be unusable, a Book Replacement Fee will be assessed.

Some classes require additional books, manuals or supplementary material, which is not part of the textbook program. It is the student's responsibility to purchase those additional materials. If the student has approved Financial Aid above the cost of tuition/fees, the student may elect to charge the materials to their student account; no written authorization is required.

## Online Classes

For the majority of online courses, ETextbooks and any required supplemental materials are provided to the student on the first day of class. For courses that require a physical textbook to be purchased, the buying options will be available during the registration process.

## Fees

**Application Fee (\$35.00)** – A non-refundable fee is required of all students applying for admission to the college. The fee must be paid at the time the application is submitted.

**Course Fee (various)** – Certain courses may require extra materials or instructional services. These courses will be assessed a course fee.

**Parking Violation Fees** – Parking tickets may be issued for violation of traffic and parking regulations. The fine is indicated on the ticket and may be paid at the campus Business Office or by accessing the Student Finance Self-Service Module.

**Late Fees (\$25.00)** - Students who register for classes during the late registration period or change their registration during the drop/add period may be assessed a fee.

**Book Late Fee** – If a student does not return a book provided through the book rental program by the advertised date, a fee will be assessed.

**Book Replacement Fee** – If a student does not return a book provided through the book rental program or the book is damaged or returned in an unusable condition, a replacement fee will be assessed.

## Cadet/Resident Fees

Those students in the Cadet Corps have other fees related to living on campus. These are explained in the section, [Cadet Financial Information](#).

## ID Cards

A GMC student ID card is issued to all registered students. The card is required to access library services, meal plans at the Milledgeville Campus and other campus activities. A replacement fee will be charged for replacement ID cards.

## Student Refunds

Students who drop their courses during the drop/add period are entitled to a 100% refund of tuition and fees.

Students who withdraw from their courses after the drop/add period are responsible for all tuition and fees. No refund of these charges will be made.

Student refunds are disbursed within 14 days after the first day of class and each week of the term thereafter. The preferred method of disbursement is direct deposit. Direct deposit enrollment information is available by accessing the Student Finance Self-Service Module. Direct Deposit is the most safe, efficient and timely manner to receive funds.

If the student elects to receive a check, checks are mailed to the address of record at the time the check is processed. In the event of a lost or stolen check, the student must go to the Business Office at their campus and complete the form to request reissue of the check.

## 1098-T

Each calendar year, Georgia Military College is required by the IRS to prepare the 1098-T form for each college student enrolled and having qualified expenses billed during the calendar year. The information on the 1098-T form is provided to assist the college student with filing for the education tax benefits/tax credit deductions, such as the Lifetime Learning Tax Credit, Hope Scholarship, Tax Credit, or the Above-the-Line Tax Deduction for Qualified Higher Education Expenses. Qualified tuition and related expenses are tuition, fees, and course materials required for a student to be enrolled in an eligible educational institution.

Students agree to the electronic delivery of their 1098-T forms upon accepting the terms and conditions of the student enrollment agreement. To withdraw electronic delivery of 1098-T forms, visit the GMC website 1098-T information tab.

For more information, visit the GMC website and the IRS website ([www.irs.gov](http://www.irs.gov)).

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*Start Here ... Go Anywhere!*

# Business Office Directory

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To protect your privacy, when corresponding via phone or email please refer to your seven-digit Student Identification Number. All email correspondence must be sent using your GMC student email address.

Albany Business Office (229) 430-5799	Email: <a href="mailto:arhelpalbany@gmc.edu">arhelpalbany@gmc.edu</a>
Augusta Business Office (706) 993-1104	Email: <a href="mailto:arhelpAugusta@gmc.edu">arhelpAugusta@gmc.edu</a>
Columbus Business Office (706) 478-3142	Email: <a href="mailto:arhelpColumbus@gmc.edu">arhelpColumbus@gmc.edu</a>
Dublin Business Office (478) 225-0005 (Option 2)	Email: <a href="mailto:arhelpDublin@gmc.edu">arhelpDublin@gmc.edu</a>
Eastman Business Office (478) 220-3016	Email: <a href="mailto:arhelpEastman@gmc.edu">arhelpEastman@gmc.edu</a>
Fairburn Business Office (678) 379-1381	Email: <a href="mailto:arhelpFairburn@gmc.edu">arhelpFairburn@gmc.edu</a>
Fayetteville Business Office (678) 379-1381 (Option 2)	Email: <a href="mailto:arhelpFayetteville@gmc.edu">arhelpFayetteville@gmc.edu</a>
Madison Business Office (706) 752-7502	Email: <a href="mailto:arhelpmadison@gmc.edu">arhelpmadison@gmc.edu</a>
Milledgeville Business Office (478) 387-4875	Email: <a href="mailto:arhelpMilledgeville@gmc.edu">arhelpMilledgeville@gmc.edu</a>
Global Online Campus (478) 387-4005	Email: <a href="mailto:arhelpOnlineCampus@gmc.edu">arhelpOnlineCampus@gmc.edu</a>
Sandersville Business Office (478) 240-3012	Email: <a href="mailto:arhelpSandersville@gmc.edu">arhelpSandersville@gmc.edu</a>
Stone Mountain Business Office (678) 379-1387	Email: <a href="mailto:arhelpStoneMountain@gmc.edu">arhelpStoneMountain@gmc.edu</a>
Valdosta Business Office (229) 375-5649	Email: <a href="mailto:arhelpValdosta@gmc.edu">arhelpValdosta@gmc.edu</a>
Warner Robins Business Office (478) 225-0005 (Option 2)	Email: <a href="mailto:arhelpRobins@gmc.edu">arhelpRobins@gmc.edu</a>
Zebulon Business Office (678) 379-1381 (Option 2)	Email: <a href="mailto:arhelpZebulon@gmc.edu">arhelpZebulon@gmc.edu</a>

# Financial Aid

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The purpose of the Financial Aid Office is to assist students in meeting their educational goals by providing appropriate financial resources. The staff of the Financial Aid Office is aware of concerns students may have regarding financing their college education, and wants to assist by providing the best service possible. Our goal is to meet individual needs in a timely, efficient, and equitable manner. Financial aid awards at Georgia Military College are based on scholastic ability and/or financial need. Students may receive aid in the form of scholarships, grants, loans, or work opportunities. All students are encouraged to apply. Programs with limited funding are awarded according to the earliest application date.

Many students do not have the financial resources to accomplish their educational objectives. Through the financial aid programs, Georgia Military College makes every effort to assure that no qualified student will be denied the opportunity to attend school because of lack of funds. Each year over 80 percent of Georgia Military College students receive some form of financial aid. Once awarded and packages are complete, they may be viewed online via GMC's secure student portal.

Because of the many federal, state, and local agencies that regulate financial aid programs, the administration of financial aid is complex and ever changing. To help simplify the process, the Federal government has a website that is updated regularly and can be found by visiting <https://studentaid.ed.gov>. It is important for students to understand the financial aid programs they are applying for and the requirements of those programs. Please contact the Financial Aid Office at [fahelp@gmc.edu](mailto:fahelp@gmc.edu) should you have any questions. Refer to the Financial Aid Directory on page 95 for the email address associated with your GMC location.

Policies and procedures are subject to change without notice.

## Student Rights and Responsibilities for Financial Aid Eligibility

Information regarding all policies and procedures described in this section is available within the college catalog and/or through the GMC website, unless otherwise noted.

**As a Georgia Military College student, you have the right to know the following:**

- All federal, state, institutional, and private student financial assistance programs available, including both need and non-need-based programs.
- The cost of attending GMC, how the Cost of Attendance is calculated, how the Expected Family Contribution is determined, and how your financial need is calculated using these numbers.
- Procedures, forms, deadlines, and eligibility requirements to apply for financial assistance.
- How financial aid will be disbursed including an explanation of GMC's refund policy.
- What portion of financial aid is a loan, which must be repaid, and what portion is a grant. If a loan has been received, you have the right to know the interest rate and loan repayment options and procedures. A sample repayment schedule is available through Entrance Counseling at <https://studentaid.ed.gov>
- The satisfactory academic progress (SAP) requirements to maintain eligibility for financial assistance, how to appeal a loss of financial assistance due to failing to meet SAP requirements, and how to regain eligibility for financial assistance after failing to meet the standards without an appeal.
- Policies regarding confidentiality of financial aid records. GMC complies with the Family Educational Rights and Privacy Act of 1974. More information can be found by [clicking here](#).
- Who to contact and how to contact the appropriate GMC personnel regarding student financial assistance
- Exit counseling information, which is required upon transfer from or completion of your program at GMC. More information is available [here](#).
- The general conditions and terms applicable to any employment provided to a student as part of the student's financial assistance package.



## **As a Georgia Military College student, you have the responsibility to do the following:**

- Read and consider all information about GMC before you enroll.
- Complete all GMC application forms accurately and submit them to the appropriate office(s) by required deadlines.
- Accurately and honestly, complete your Free Application for Federal Student Aid (FAFSA). Errors can result in processing delays. False or misleading information is a criminal offense, and is subject to a \$10,000 fine, imprisonment, or both.
- Use all financial aid received solely for expenses related to attending GMC.
- Comply with all requests for documentation from GMC, and submit corrections or new information, as appropriate.
- Read, understand, and accept responsibility for all forms or agreements you sign. We recommend you keep copies for your records. If you are unsure of how to complete a form, ask the financial aid office for assistance.
- Notify the financial aid office if you intend to attend two post-secondary institutions at the same time. Financial aid must be awarded accordingly.
- Report to the financial aid office if you are in default on any student loan, or owe a refund or repayment of any educational grant received from any school.
- Notify the GMC Campus Registrar Services' Office and your student loan lender (if applicable) of any changes in your name or address. Also, notify your lender of any changes in your enrollment status.
- Perform agreed upon work if a Federal Work Study position is offered to you and accepted.
- Meet all Satisfactory Academic Progress (SAP) policies.
- Know and comply with the following GMC policies and procedures as they relate to financial aid: Learning Support Services, Retroactive Student Aid, and Withdrawal Policy.

## **Application Process**

### **GMC Federal School Code: 001571**

#### **Steps for Applying for Aid**

1. Apply and be accepted for admission as a degree-seeking student to Georgia Military College.
2. Apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). Students, who have previously applied for aid and have supplied the Department of Education with an e-mail address, will be sent notifications electronically via email.
3. When completing the FAFSA, be sure to list Georgia Military College in the school section of the application using our Federal School Code of 001571. This will allow us to receive an electronic copy of the application.
4. Students will also need to apply for an [FSA ID](#). An FSA ID is comprised of a username and password and can be used to login to certain Federal Student Aid websites, such as FAFSA. The security of the FSA ID is important. The FSA ID can be used to electronically sign the FAFSA. If a parent is required to provide information on the FAFSA, the parent will need their own FSA ID.
5. In no more than four weeks, the student will receive an email notification with a direct link to the student's online Student Aid Report (SAR). If an email address was not provided on the application, the information will be mailed to the student. An electronic copy will also be sent to GMC if so indicated. Carefully read the comment section on the SAR to determine if further action is required to complete the application process. If any information is incorrect, follow the instructions provided on the SAR.

6. Verification is the process by which the U.S. Department of Education requires schools to check the financial aid application data for accuracy. If the application is selected, the student will be asked to submit additional information to the Financial Aid Office. Typically, this will include a completed verification worksheet, student's federal tax transcripts, and if applicable, the parent's or spouse's tax transcripts.
7. Parents of dependent students may apply for a Direct PLUS loan online at [www.studentloans.gov](http://www.studentloans.gov). Parents will start the Federal Direct PLUS application process by submitting the GMC Request for PLUS Form and by signing the master promissory note online using the parent's FSA ID.
8. Students will be notified via their GMC email of their eligibility for financial aid through either an electronic Award Letter notification or explanation of ineligibility. This notification is typically sent within a few weeks. However, it will take longer during peak processing time.
9. Be sure to report to the Financial Aid Office, in writing, any pending outside scholarships.
10. [Apply for state financial aid](#) by completing the GSFApp via Georgia Student Finance Commission's website. You must create an account on this website to be able to access the application.

## Determining Eligibility

### Basic Eligibility Criteria

The general eligibility requirements are that you must:

- demonstrate *financial need* (for most programs);
- be a U.S. citizen or an *eligible noncitizen*;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be registered with [Selective Service](#) if you're a male (you must register between the ages of 18 and 25);
- be enrolled or accepted for enrollment as a *regular student* in an eligible degree program;
- be enrolled at least half-time (6 quarter hours) to be eligible for *Direct Loan* Program funds;
- maintain [satisfactory academic progress](#);
- sign the certification statement on the *Free Application for Federal Student Aid (FAFSA®)* stating that
  - you are not in *default* on a *federal student loan* and do not owe money on a federal student *grant* and
  - you will use federal student aid only for educational purposes; and
- show you're qualified to obtain a college education by
  - having a high school diploma or a recognized equivalent such as a *General Educational Development (GED) certificate*; or
  - completing a high school education in a *homeschool* setting approved under state law.

# Financial Aid Procedures

## Important Dates

Priority Packaging Deadline	March 1
Fall 1 Deadline	July 1
Fall Deadline	September 1
Winter Deadline	November 1
Spring Deadline	April 1

Students must submit complete financial aid applications by the above "Priority Package Deadline" to be considered for programs that have a limited supply of funds.

Students must submit complete financial aid applications by these dates in order to use financial aid funds to pay for the quarter's tuition and fees. Students whose files are not complete by this date should be prepared to pay costs until applications are processed and eligibility is determined.

The Federal Processing Center must receive the application(s) before June 30, 2020, and all verification processes must be completed before August 1, 2020, for the student to receive consideration for the academic year 2019 - 2020 or summer 2020. Electronic Student Aid Reports must be submitted to Georgia Military College before the student's enrollment period ends in order to be considered for aid.

## Outside Scholarships

Any resources that a student receives or expects to receive should be reported in writing to the Financial Aid Office. The receipt of outside scholarships or other resources may result in reduction, cancellation, and/or repayment of need-based aid.

## Types of Aid

Grants, Loans, Federal Work-Study and a limited number of scholarships are available through the Financial Aid Office to help with educational expenses at Georgia Military College. Grants do not have to be repaid; however, loans must be repaid unless otherwise stated in the terms and conditions of the loan. Federal Work-Study awards are earned during periods of enrollment. Students must be enrolled at least half-time to receive a Federal Direct Stafford Loan or Federal Direct PLUS Loan. Federal Pell Grants are available for less than full-time students depending on need. Georgia Tuition Equalization Grants (GTEG) are available for full-time students. HOPE/Zell Miller Scholarships are available for six or more hours of enrollment. All student aid will be awarded based on anticipated full-time enrollment.

Financial need as it pertains to financial aid eligibility is determined by using a simple formula in which GMC subtracts the student's Estimated Family Contribution (EFC) as calculated by the Department of Education from the student's Cost of Attendance (COA), as follows:

$$\text{COA} - \text{EFC} = \text{Financial Need}$$

<b>Need-Based Aid</b>
Federal Pell Grant
Federal Supplemental Equal Opportunity Grant (SEOG)
Federal Subsidized Direct Loan
Federal Work Study Program

All other aid is considered “Non-need-based” aid, and eligibility is calculated without considering the EFC. GMC subtracts all Need-based aid already received from the COA to determine the Unmet Cost, as seen in the formula below. Total financial aid awarded cannot exceed the COA for any given award period.

$$\text{COA} - \text{Need-based aid} = \text{Unmet Cost}$$

Types of Non-need-based Aid available at GMC are found in the chart below:

<b>Non Need-Based Aid</b>
Federal Unsubsidized Direct Loan
Federal Direct Plus Loan
Private Student Loans
Georgia Tuition Equalization Grant
Georgia HOPE Scholarship
Georgia Public Safety Grant
Georgia Student Access Loan
Georgia HERO Scholarship
Georgia HOPE GED Voucher
Georgia Zell Miller Scholarship
GMC Institutional Scholarships
Outside Scholarships (unless designated by donor)
Military Tuition Assistance
Veterans Benefits
Other Military Grants
ROTC Scholarship
West Point Prep Scholarship Program
State Service Scholarship for Cadets

## Federal Grants/Scholarships

### Federal Pell Grant Program

Federal Pell Grant Program is designated for undergraduate students working toward a first undergraduate degree. The amount of the grant is determined by the Cost of Attendance, the Expected Family Contribution provided by the U.S. Department of Education, and your enrollment status. Students who are enrolled full-time (12 or more credit hours) will receive full eligibility. Students enrolled less than full-time will receive funds according to federal guidelines.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need -- that is, students with the lowest EFCs -- and gives priority to students who receive Federal Pell Grants. The FSEOG does not have to be repaid. There is no guarantee every eligible student will be able to receive FSEOG; students are awarded based on the availability of funds at the time financial aid awards are packaged at Georgia Military College.

## Georgia Scholarships

### HOPE Scholarship

Georgia's HOPE Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending college in Georgia. The HOPE Scholarship does not pay for Learning Support (remedial) classes, after July 1, 2011. Recipients do not receive a book allowance for attendance at GMC. At least half-time enrollment is required. HOPE eligibility is determined using attempted hours and GPA. HOPE Scholarship eligibility requirements and application procedures may be viewed [here](#).

### HERO Scholarship

Georgia's HERO Scholarship Program provides educational scholarship assistance to members of the Georgia National Guard and U.S. Military Reservists who served in combat zones, and the children and the spouses of such members of the Georgia National Guard and U.S. Military Reserves. Georgia's HERO Scholarship Program eligibility requirements and application procedures may be viewed [here](#).

### Zell Miller Scholarship

Georgia's Zell Miller Scholarship is available to Georgia residents who have demonstrated academic achievement. The scholarship provides money to assist students with their educational costs of attending college in Georgia. The Zell Miller Scholarship does not pay for Learning Support (remedial) classes, after July 1, 2011. At least half-time enrollment is required. Recipients do not receive a book allowance for attendance at GMC. Zell Miller Scholarship eligibility requirements and application procedures may be viewed [here](#).

## Georgia Grants

### Georgia Tuition Equalization Grant

The Georgia Tuition Equalization Grant (GTEG) program provides non-repayable grants to eligible Georgia residents who enroll on a full-time basis at Georgia Military College. To be considered full-time, a student must be registered for 12 or more credit hours and attending class at least one day after the end of the school's drop/add period for each term. If a student officially or unofficially withdraws, drops out or is expelled before the day after drop/add, the student is not eligible to receive GTEG. Attendance is monitored to verify eligibility.

GTEG eligible students can receive payment for the summer term and three (3) quarters during the regular award year (Fall I – Spring). Please see the financial aid representative at each campus for further information and current year eligibility amounts. State grant regulations and award amounts are subject to change during an award year. GTEG eligibility requirements and application procedures may be viewed [here](#).

### Public Safety Memorial Grant

Georgia's Public Safety Memorial Grant provides grant funds to the dependent children of Georgia Public Safety Officers who were permanently disabled or killed in the line of duty. Funds may be used towards the cost of attendance at Georgia Military College. Public Safety Memorial Grant eligibility requirements and application procedures may be viewed [here](#).

### Georgia HOPE GED Grant

Georgia's HOPE GED Grant is available to students who earned a General Education Development (GED/high school equivalency) diploma awarded by the Technical College System of Georgia after June 30, 1993.

The Grant provides a one-time \$500 HOPE award that can be used towards tuition, books, or other educational costs at an eligible postsecondary institution. Full-time enrollment is not required. Students must use their HOPE

GED Grant award within 24 months of the date of their GED diploma. Georgia HOPE GED Grant eligibility requirements and application may be viewed [here](#).

## Dual Enrollment

The Dual Enrollment Program provides for participation in Dual Credit Enrollment for Eligible High School and Home Schooled students. These students earn postsecondary credit hours and simultaneously meet their high school graduation or Home Study completion requirements as Dual Credit Enrollment students.

State revenues provide funding for this program. The award amount received by eligible students and the total amount of funds appropriated for the program is established each year by the Georgia General Assembly during the prior legislative session and is subject to change during the Award Year.

## Application Process

1. A student must complete a Dual Enrollment Program Application and submit it to his or her Eligible High School or Home Study program for each quarter for which he or she participates in the Dual Enrollment Program as follows:
  - a. Students who attend a public or private Eligible High School must complete the online Dual Enrollment Application.
  - b. Students who attend a Home Study program must complete the paper Dual Enrollment application.
2. An authorized high school official or Home Study parent or official will list on the application each Eligible High School Course the student will be substituting with a postsecondary credit hour course as a Dual Credit Enrollment student.
3. The completed Dual Enrollment Program Application must be forwarded by the Eligible High School or Home Study Program to Georgia Military College. The financial aid office will list each postsecondary credit hour course(s) the student will take in place of a secondary course. More information may be view on the [Dual Enrollment page of the GAFutures website](#).

## Loan Programs

The William D. Ford Federal Direct Loan Program (Direct Loan) allows eligible students and parents to borrow from the U.S. Department of Education. The Direct Loan programs include Subsidized and Unsubsidized Direct Student (Stafford) Loans and Direct Parent PLUS Loans. These loans are repaid directly to the U. S. Department of Education.

### Federal Direct Loan Programs

Direct Loans are low-interest loans for students and parents to help pay for the costs of a student's education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution. Eligibility for this loan program will be determined upon completion of the Free Application for Federal Student Aid (FAFSA). All federal direct loans must be repaid.

Federal Stafford Loans are made in the student's name and can be either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized-that is, the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount. This will increase the amount you have to repay. By completing the Free Application for Federal Student Aid (FAFSA), students wishing to receive federal direct loans must complete a [loan request form](#). Once submitted, our office will determine eligibility and award the students request, or up to the student's maximum eligibility, whichever is less. After applications are processed, students will receive an email notification with instructions to view awards online. Having eligibility determined for a Federal Direct Loan does not commit students to accepting the loan or the amount (students may borrow less than full eligibility).



Students should pay close attention to any additional requirement including Entrance Counseling and Promissory Notes, which are available online at [www.studentloans.gov](http://www.studentloans.gov).

Under federal law, students must complete a Loan Entrance Counseling session before funds may be disbursed. It is important that you know and understand your rights and responsibilities as a student borrower. Please contact the Financial Aid Office if you have any questions.

Further, you must complete a Master Promissory Note (MPN). In most cases, you will sign only one MPN that will be used for all loans at Georgia Military College. Students may complete the MPN electronically at [www.studentloans.gov](http://www.studentloans.gov). By signing the MPN, students are confirming their understanding that Georgia Military College may make new loans for the duration of their education (up to 10 years), without having to sign another MPN. Each academic year, GMC will disburse loan proceeds to student's accounts as indicated on the Award Letter sent to the student.

## **Interest Rates for the 2019-2020 Academic Year**

The following fixed interest rates are for Direct Loans first disbursed on or after July 1, 2019 and prior to July 1, 2020.

Federal Direct Subsidized Stafford Loan for undergraduate students	4.53%
Federal Direct Unsubsidized Stafford Loan for undergraduate students	4.53%
Federal Direct Unsubsidized Stafford Loan for graduate students	6.08%
Federal Direct Parent PLUS Loan	7.08%
Federal Direct Graduate PLUS Loan	7.08%

## **Federal Direct PLUS (Parent Loan for Undergraduate Students)**

Direct Loans are low-interest loans for students and parents to help pay for the costs of a student's education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution. PLUS Loans enable parents with good credit histories to borrow monies. These funds are designated to help pay the educational expenses of each child who is a dependent, undergraduate student enrolled at least half-time (6 quarter hours). The yearly limit on a PLUS loan is equal to your cost of attendance minus any other financial aid you receive.

### **Steps to take as a parent to request a Federal Direct PLUS Loan:**

The student must complete the Free Application for Federal Student Aid (FAFSA).

The parent or guardian must submit a PLUS Loan Authorization Form found in the financial section of our website at [www.gmc.edu](http://www.gmc.edu) to the Financial Aid Office.

A review of the parent or guardian's credit history is required. The parent or guardian may complete this step by requesting a PLUS loan at [www.studentloans.gov](http://www.studentloans.gov). If the parent or guardian does not wish to complete this step online, GMC can complete this step on his/her behalf.

If the parent or guardian is a first time borrower at GMC, he/she must complete a Master Promissory Note, found at [www.studentloans.gov](http://www.studentloans.gov).

Repayment begins on the date of the last disbursement. There is no grace period. The PLUS loan authorization form is a required form and is available in the Financial Aid Office or may be downloaded from the [financial aid forms page](#) of the GMC website.

## Glossary of Terms for Award Notifications

[Click here](#) to review the Glossary of Terms for Award Notifications. The glossary exists to provide greater clarity and understanding by students through consistency in the use and meaning of terms on award notifications, and provides definitions of language students will see on their award notifications.

## Federal Student Aid (FSA) Ombudsman Group

If you have completed the steps to resolve your loan dispute and you still are not satisfied, you may need to contact the Federal Student Aid (FSA) Ombudsman Group of the U.S. Department of Education (ED). The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans. Contact the Ombudsman Group as a last resort. Make every effort to [resolve your student loan problems](#) before contacting the Ombudsman Group.

They can help you:

- resolve discrepancies with loan balances and payments;
- explain loan *interest* and *collection charges*;
- identify options for resolving your issues related to *consolidation*, service quality, *default* status, bankruptcy, *income tax refund offsets*, and other concerns;
- clarify requirements for [loan deferment or forbearance](#) and [loan cancellation or discharge](#); and
- identify loan repayment options.

They do not:

- automatically take your side in a complaint;
- make binding decisions or overturn the decisions of other entities;
- accept complaints about grants;
- accept [complaints about private student loans](#);
- accept complaints when ED has already begun formal or legal investigations;
- accept loan payments or process deferment, forbearance, or discharge requests (you must contact your [loan servicer](#) or *collection agency* directly);
- replace regular or formal channels of problem resolution within ED; or
- testify or serve as a witness.

Take the following steps to help you prepare for a discussion with the Ombudsman Group.

1. Complete the relevant information on the [Ombudsman Information Checklist](#)
2. Clearly think about your desired outcome. Answer the following questions:
  - What is the problem?
  - What is your expectation?
  - What is preventing you from resolving your issue?
  - Are you willing to complete the necessary actions to achieve your desired outcome?

If you have completed the preparation steps above, and you have done everything you can to resolve your dispute, contact the Ombudsman Group through one of these methods:

Online Assistance	<a href="http://studentaid.gov/repay-loans/disputes/prepare">http://studentaid.gov/repay-loans/disputes/prepare</a>
Postal Mail	FSA Ombudsman Group P.O. Box 1843 Monticello, KY 42633
Phone	1-877-557-2575
Fax	606-396-4821

Or complete the secure and confidential [Ombudsman Assistance Request Form](#). Remember, the Ombudsman Group can help resolve disputes about federal student loans. If you have a dispute about your private student loan, contact the [Consumer Financial Protection Bureau](#).

## Student Employment

Each year Georgia Military College offers enrolled students the opportunity to earn funds through student employment to help meet their educational and living expenses. These programs also allow students to gain valuable work experience while working around their class schedule. Students interested in applying may access information regarding available positions at [GMC Student Employment Opportunities](#).

Federal Work-Study (FWS) eligibility is based on established financial need and at least half-time enrollment. Jobs are located on campus and work schedules are planned around the student's class schedule. Community service positions are also available through the FWS program.

FWS funds are not available at registration to pay for the student's tuition or fees. Students are paid on a monthly basis for the actual hours worked. Interested applicants should first complete the FAFSA and then complete the Application for Federal Work Study, available in the financial aid office or [online](#). You may contact your campus regarding availability of positions. Eligible students will receive an award letter with the amount per quarter the student is eligible to earn.

## Scholarships

### Foundation Endowed Scholarships

Students wishing to apply for a GMC Foundation scholarship should complete and submit the scholarship application available on [Financial Aid Forms page of the GMC website](#).

Scholarships are awarded on an annual basis, and your application must be submitted by the current deadlines posted on the college website. Applications received after the deadline will be considered, providing funds are still available. Applications and appropriate letters of recommendation must be completed online through the application process.

All scholarships awarded by the GMC Foundation are subject to guidelines requiring the student to continue to meet the criteria of the award.

Students must apply for GMC Foundation Scholarships in general rather than for a specific scholarship award. During the selection process, qualified students will be matched to scholarships based on the criteria for individual scholarship funds.

Foundation scholarships are provided by donors. Without their support, these scholarships would not be possible. Scholarship recipients are required to write a letter of appreciation to the donor(s) who provided the resources for their individual respective scholarship.

## **GMC Institutional Scholarships**

The following five categories are authorized by GMC as institutional scholarships: GMC Presidential, GMC Civilian, JC Corps of Cadets, GMC Athletic Performance, and GMC International.

### ***GMC Dual Enrollment Scholarship (Civilian Student)***

GMC recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. Minimum admission standards for dual enrollment are listed under a separate policy.

Recipients of the GMC Dual Enrollment Scholarship will be awarded the following:

- The Dual Enrollment Scholarship pays for tuition up to 12 credit hours per term. GMC will scholarship up to 4 additional hours, allowing students to enroll in a total of 16 credit hours per term. Exception: Students taking four 5 credit-hour courses must pay for all 5 credit-hours for the course over 15 credit-hours.
- The Dual Enrollment Scholarship will cover the cost of required books. If books or supplemental materials are optional for the course, students are responsible for paying the cost.
- Student incurred fees (i.e. book replacement, parking tickets, etc.) are the responsibility of the student.

### ***GMC First Term Scholarship (Civilian Student)***

GMC First Term Scholarships are awarded to those students who are entering into GMC for the first time, irrespective of the term (Fall 1, Fall, Winter, Spring, or Summer). In addition to being a first time GMC student, applicants must meet the minimum requirements below to be eligible to receive the GMC First Term Scholarship:

- [Apply for State \(GSFApp\) Financial Aid](#) (if Georgia resident)
- Not be a GMC Dual Enrollment student
- Not be a transient or non-degree seeking student

### ***GMC Presidential Scholarship (Civilian Student)***

The GMC Presidential Scholarship is awarded to students who not only demonstrate dedication and perseverance in the classroom, but also in their community. Applicants must meet the minimum requirements below to be eligible for the GMC Presidential Scholarship:

- Minimum 2.5 GPA
- Letter of recommendation from a college faculty/staff member or high school guidance counselor, teacher or principal
- At least 20 hours of documented community service by an outside agency
- Apply for [State \(GSF App\) Financial Aid](#) (if Georgia resident)

### ***GMC Senior Student Scholarship (Civilian Student)***

GMC offers students 62 years in age or older a scholarship. In addition to meeting the minimum age requirement, applicants must meet the qualifications below to be eligible to receive the Senior Student Scholarship:

- [Apply for State \(GSFApp\) Financial Aid](#) (if Georgia resident)

Recipients of the GMC Senior Student Scholarship will be awarded:

- Up to 10% off of tuition only
- No GMC fees will be scholarshipped (seated & OLC technology fee, student activity fee, course lab fee, common access fee)

### ***GMC Military Service Member Scholarship (Civilian Student)***

GMC recognizes service members who defend our country and support the freedom we have today by offering a military service member scholarship. Students who are active duty, reservist called up for active duty, or anyone using tuition assistance via GoArmyEd are eligible.

Recipients of the Military Service Member Scholarship will be awarded:

- The balance of tuition not covered by Military Tuition Assistance
- No application fee
- No GMC fees will be scholarshiped (seated & OLC technology fee, student activity fee, course lab fee, common access fee)

### ***GMC Peace Officers Association Scholarship***

GMC offers a scholarship to members of the Georgia Peace Officers Association. The student must verify current membership in the organization to be eligible for the scholarship.

Recipients of the GMC Peace Officers Association Scholarship will be awarded 10% of tuition costs.

### ***GMC Employee Tuition Assistance Scholarship***

GMC offers the opportunity to its employees to become educated citizens by offering scholarships to offset the cost of tuition. Employee's dependents who qualify will be awarded a scholarship to offset 50% of the cost of tuition. Full-time employees and their dependents may register for classes on a space-available basis.

Recipients of the GMC Employee Tuition Assistance scholarship will be awarded:

- 100% of tuition costs (employee)
- 50% of tuition costs (dependents)

## ***GMC Cadet Scholarships (JC Corps of Cadets)***

GMC Cadet Scholarships are further broken down into eight sub-categories and are awarded to help pay for direct educational costs at GMC. The intent of the scholarship is to offset the difference between the cost of tuition, fees, room/board and other financial aid grants or scholarships. The Cadet Scholarship is not intended to create a student refund. In addition to these GMC internally funded cadet scholarships are also two external cadet scholarships (Army ROTC and State Service). The following sub-categories are eligible for a GMC Cadet Scholarship:

### ***Early Commissioning Program Scholarship***

GMC is recognized as one of the four Military Junior Colleges in the nation authorized to commission officers for the United States Army after two years of college through the Army ROTC Early Commissioning Program. Qualified cadets selected for and who complete the Early Commissioning Program (ECP) contract process may be awarded an institutional scholarship. ECP Cadets must maintain good academic standing and continue to meet all other requirements set forth by the GMC Military Science Department in order to retain this scholarship.

### ***West Point Military Academy Preparatory Scholarship Program***

GMC is a West Point Military Academy Preparatory Scholarship Program (WPPSP) college. Students are selected to participate in this program by The West Point Association of Graduates. Students selected for this program are provided partial scholarships for an additional year of post-secondary education at GMC.

GMC negotiates each year with the respective academy to determine the amount of this scholarship each year.

### ***Coast Guard Academy Scholars Program***

GMC enrolls students selected by the Coast Guard Academy (CGA) for the CGA Scholars Program. Students selected for this program are provided partial scholarship for a year of post-secondary education at GMC.

GMC negotiates each year with the respective academy to determine the amount of this scholarship each year.

### ***Naval Academy Preparatory Scholars Program***

GMC enrolls students selected by the Naval Academy Scholars Program. Students selected for this program are provided partial scholarship for a year of post-secondary education at GMC.

### ***Air Force Academy Preparatory Scholars Program***

GMC enrolls students selected by the Air Force Academy Scholars Program (Falcon Foundation). Students selected for this program are provided partial scholarship for a year of post-secondary education at GMC.

### ***Presidential Cadet Scholarship (Civic Leader)***

Cadets applying for this scholarship must meet the following requirements:

- Minimum 2.5 high school GPA
- Either an 850 SAT or 18 ACT Score
- Letter of recommendation from his/her JROTC instructor
- Must maintain a 2.5 GPA while attending GMC
- Participate in one activity while attending GMC

### ***Battalion Commander Scholarship***

Cadets applying for this scholarship must meet the following requirements:

- Minimum 2.7 high school GPA
- Either a 920 SAT or 19 ACT Score
- Letter of recommendation from his/her JROTC instructor
- Must have served at least one term as the Senior Ranking Cadet at a high school.

### ***Senior Military Instructor Scholarship (Civic Leader)***

Cadets applying for this scholarship must meet the following requirements:

- Minimum 2.7 high school GPA
- Either 920 SAT or 19 ACT Score

### ***State Service Scholarship Program (SSS)***

The State Service Scholarship program provides full financial assistance to qualified Georgia residents who have an interest in military service as well as a quality college education. The program is funded through the Georgia General Assembly annually and provides for up to 42 new annual scholarships. Scholarship recipients are required to become members of either the Army or Air National Guard and must be nominated for the scholarship by a member of the Georgia General Assembly. These scholarships cover tuition, fees, room, board, uniforms and provide a stipend for books and supplies.

Minimum requirements are:

- A cumulative 2.5 high school GPA.
- Either a combined 800 (critical reading and math) SAT score or 17 ACT composite score.
- Meet all requirements for enlistment into the Georgia National Guard and must serve as an enlisted member of the Georgia National Guard
- Must maintain a cumulative GPA of 2.5 at GMC to retain the scholarship
- Recipients must be members of the Corps of Cadets and participate in Army ROTC while attending GMC.

### ***Army ROTC Scholarships***

Army ROTC Scholarships are awarded by Army ROTC Cadet Command through the GMC Professor of Military Science to qualified students participating in the Early Commissioning Program who desire to become officers in the United States Army.

The minimum requirements are:

- A minimum cumulative GPA of 2.5 on a 4.0 scale
- Either a combined 920 (critical reading and math) SAT Score or 19 ACT composite score.



- Must have graduated from a regionally accredited high school or have completed the GED.
- Must meet physical standards including height and weight standards

## **GMC Athletic Performance Scholarship (Commuter Student and JC Corps of Cadets)**

GMC Athletic Performance Scholarships are awarded to help defray the costs of attendance for student athletes in any of the following current athletic programs:

- **Men's Football (JC Corps of Cadets)**
- **Men's Soccer**
- **Women's Soccer**
- **Women's Softball**

GMC Athletic Scholarships are offered to potential student athletes who demonstrate a high degree of skill in their sport and who meet the needs of the GMC athletics program as determined by the head coaches and as approved by the Intercollegiate Athletic Director. In regards to scholarships for cadet athletes in any sport, it is not the intention for an athletic award to benefit the student athlete in the form of a refund. If an overage results from the combination of federal grants, state grants, and/or institutional scholarship, the amount of institutional scholarship will be adjusted to remove the overage. Exceptions to this reduction in institutional scholarship for cadet athletes must be approved by both the Intercollegiate Athletic Director and the GMC COO to allow for any amount of refund. This does not impact any refund derived from overages created by student loans of any type.

Civilian student athletes may be awarded athletic scholarships that either directly, or in combination with qualified financial aid of any type, creates a refund for the student athlete to help defray the costs of living expenses in the community or in institutional housing, if available. Scholarship awards and limits must also comply with NJCAA rules and regulations governing student aid as set forth in the published NJCAA Handbook and the NJCAA Letter of Intent (LOI) and Scholarship Agreement.

All scholarship athletes are required to maintain stated eligibility requirements and cadet athletes are additionally required to remain in good standing with the JC Corp of Cadets to receive institutional athletic scholarships.

## **Private Scholarships**

Private Scholarships may come from a variety of sources. Check with your hometown civic organizations (such as Kiwanis Club, Elks Lodge, etc.), your place of worship, banks, credit unions, business organizations and other associations. They often have scholarships that are not advertised.

Many web-based search engines are available that enable students to search for personalized scholarship matches. The Georgia Military College Financial Aid Department recommends [www.fastweb.com](http://www.fastweb.com) and [www.scholarshipexperts.com](http://www.scholarshipexperts.com). Additionally, [GA futures](http://GAfutures.com) offers a search engine for finding scholarships. As with any web-based product, students are encouraged to protect themselves from potential scams by spending some time reviewing expert advice that can be found at [FinAid.org](http://FinAid.org).

Students who are awarded a scholarship from a source other than Georgia Military College should contact the Financial Aid Office for further information. Generally, private scholarships greater than \$1000 are evenly divided between fall and spring quarters, while awards \$1000 or less are applied in full to one quarter, unless this conflicts with the scholarship donor's stipulations or federal aid regulations.

## **International Student Scholarships**

GMC International Student Scholarships are awarded to assist an international student with the direct cost of funding their educational goals. GMC International Student Scholarships may be awarded to qualifying students.

### ***International Student Athlete***

International students participating in a GMC athletic program may be awarded this scholarship based on approval by the Athletic Director.

### ***International Civilian Student***

International civilian students enrolled at GMC may be awarded this scholarship based on the approval by the campuses' Executive Director.

## **Veterans Benefits**

Students Utilizing Chapter 31 (Vocational Rehabilitation and Employment) and Chapter 33 (Post-9/11 GI Bill):

1. Veterans using Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits can attend Georgia Military College (GMC) for a term provided the student submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:
  - a. The date on which payment from VA is made to GMC;
  - b. 90 days after the date GMC certifies tuition and fees following the receipt of the certificate of eligibility.
2. GMC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, and will not require eligible veteran students to borrow additional funds because of the individual's inability to meet his or her financial obligations to GMC due to the delayed disbursement funding from VA under Chapter 31 or 33.
3. Georgia Military College requires the following information in order to process Veteran Benefits under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill:
  - a. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of the term for which benefits are being requested;
  - b. Submit a written request to the GMC School Certifying Official (SCO) to use such entitlement;
  - c. Provide additional information necessary for proper certification of enrollment by the GMC School Certifying Official (SCO).
4. Students are required to pay any balance due for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement by the established payment deadline for the term. Balances not paid by the stated deadline may be imposed additional fees.

## **GMC Work Program**

The GMC Work Program is not a scholarship, but rather a part time position supporting the institution or campus. The students selected for this program represent GMC not only on campus, but also in the community. Applicants must meet the minimum qualifications listed below for eligibility:

- Complete the GMC Work Program application.
- Submit a letter of interest including your qualifications and experiences that make you an ideal candidate for the program.
- Be a fully admitted student.
- Maintain a 2.5 GPA while in the program

Students selected for the GMC Work Program are required to work up to 150 hours per term, at a rate of \$10 an hour. Each campus is allowed up to 12 students for this program.

## Financial Aid Policies

### Academic Year Definitions for Federal Student Aid Purposes

Georgia Military College's academic year for the purposes of administering federal Title IV financial aid programs is defined as:

3+1 (Milledgeville Campus)-Three ten (10) week quarters for a total of 30 weeks during which the average undergraduate student is expected to complete a minimum of thirty-six (36) credit hours.

4+1 (All other campuses)-Four nine (9) week terms for a total of 36 weeks during which the average undergraduate student is expected to complete a minimum of forty-eight (48) credit hours.

Enrollment in a minimum of 12 credit hours per term is required in order to be considered a full-time student for Title IV federal aid purposes.

The Scheduled Academic Year (SAY) applies to the administration of Federal Direct Loans at GMC. The statutory maximum annual loan limits apply to this period of time. The SAY begins with the first day of class each Fall 1 (or Fall for Milledgeville) and ends with the last official exam day of the following Spring term. The Summer term at GMC is considered a "trailer" to the SAY; therefore, the applicable annual loan limits apply to the Fall 1 – Spring SAY, plus the Summer trailer.

### Satisfactory Academic Progress (SAP)

Students receiving financial aid must maintain Satisfactory Academic Progress (SAP) at Georgia Military College in order to remain eligible for financial aid consideration. All students who receive financial aid are expected to complete a minimum number of credit hours and maintain a minimum grade point average each quarter as demonstration that they are making satisfactory academic progress. The Financial Aid Office evaluates SAP after the completion of each term. **Federal regulation requires that all terms of enrollment must be considered in SAP, including summer and terms for which a student is not receiving financial aid.** The standard for Satisfactory Academic Progress (SAP) measures three components:

- A qualitative component: Minimum Cumulative GPA Standard
- An incremental quantitative component: completion rate of credit hours earned versus attempted
- An overall quantitative component: maximum time for the completion of a student's academic program

**Please note that transfer credits are included when measuring the above standards.** Sections included in this policy are:

- Monitoring Periods and Warnings
- Evaluation Criteria
- Minimum Cumulative GPA Standard
- Quantitative Completion Rate Standard
- Quantitative Maximum Time Frame Standard
- Appeal for Probationary Term

The policy may be [viewed online](#). A printed copy of this policy will be provided upon request.

### Monitoring Periods and Warnings

A review of academic progress is done at the end of **each** term for all students enrolled during that term, regardless of whether the student received financial aid.

Students not meeting Satisfactory Academic Progress (SAP) standards will receive communication via email to the

GMC email address and, in some situations, letters sent to the address listed in the student's record.

- Students who fail to meet one or more of the requirements for Satisfactory Academic Progress will be notified and allowed one automatic Financial Aid Warning term associated with their next term of enrollment to restore their satisfactory academic progress standing. During the Financial Aid Warning term, a student will be awarded financial aid for which they have applied and are otherwise eligible. A student is not allowed to receive a Financial Aid Warning for two consecutive terms. A student may receive a Financial Aid Warning even if that student has not applied for financial aid.
- **Students who fail to meet the Maximum Credit Standard are placed in a SAP Suspension status. There is no "Warning" term for the Maximum Credit Standard. (150% rule)**
- Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the end of the Financial Aid Warning term are considered to be in a SAP Suspension status, under which student aid eligibility is lost.

## Evaluation Criteria

- Courses with grades of IP, F, I, IU, WF, W, and XF are counted as courses attempted but not earned and count toward the maximum time frame (incremental and overall). Transfer credit hours (accepted for the student's academic degree) are counted as credit hours attempted when measuring the maximum time frame to complete the degree and establishing benchmark points for the qualitative standard, but do not impact the grade point average.
- The GMC Financial Aid Office will NOT automatically adjust a student's Satisfactory Academic Progress status when grades are changed, but rather ONLY upon request from the student. In such cases, grades must be reflected on GMC's student records system prior to a review of a student's status. For any grade change (for example, a prior grade of "I" that has now been assigned a traditional letter grade), a student is responsible for notifying the GMC Financial Aid Office of such a change and requesting a review of his/her Satisfactory Academic Progress evaluation. Note that such a review is NOT considered an appeal, and may not result in eligibility for financial aid (for example, if a state/federal processing deadline has passed).

## Minimum Cumulative GPA Standard

- Students must maintain the following minimum cumulative GPA in accordance with the GMC catalog. **Please note that the cumulative GPA for financial aid eligibility must be calculated on ALL grades received, including those affected by GMC's policies on academic suspension and repeated courses.**

Total Number of Credits Attempted	Minimum Cumulative GPA
0 - 18	1.50
19 - 37	1.70
38 - 56	1.90
57 or more	2.00

## Regaining Financial Aid Eligibility

Students must enroll in and complete credits to increase the cumulative GPA to the minimum levels described in this section.

Please note that probation policies for academic standing with Georgia Military College are separate from the requirements for Satisfactory Academic Progress. In order to retain eligibility for financial aid, a student must be meeting the minimum GPA levels described within this policy.

## Completion Rate Standard

### Quantitative Completion Rate Standard

Students must complete 67% of all credits attempted at Georgia Military College, as well as those credits transferred and accepted from other schools.

### How to Regain Financial Aid Eligibility for Completion Rate Standard

Students must enroll in and successfully complete enough credits to meet the 67% completion rate standard.

### Completion Rate Warning

If any other Satisfactory Academic Progress standards are failed, those standards and conditions take precedence over the completion rate standard.

## Maximum Credit Standard

A student's maximum time frame for completion of their academic program must not exceed 150% of the primary program length. This means that a student's attempted and transferred credit hours cannot exceed 150% of the credit hours necessary for completion of their primary degree. The maximum time frame is not increased for dual-degrees. However, a student may appeal SAP suspension based on the pursuit of a dual-degree.

Please note: Students cannot receive more than two associate-level degrees with GMC; therefore, once academic requirements are met for two degree programs, a student is no longer eligible for financial aid.

The average Associate degree program at GMC requires approximately 104 credit hours, 150% of which is 156. Therefore, no further aid will be awarded when a student has attempted 156 credit hours. Remedial courses will not be included in the hourly limitation.

### How to Regain Financial Aid Eligibility for Maximum Credit Standard

Students must complete the current degree program without financial aid eligibility.

## Appeal for Probationary Term

Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the end of the Warning term are considered to be in SAP suspension status, under which student aid eligibility is lost. If **extenuating circumstances** exist, which caused a student to fail to meet one of the above standards, a written appeal may be submitted. Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, divorce, house fire, or victim of a violent crime. Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis.

In the SAP appeal, a student is expected to demonstrate an understanding of what SAP components were failed. The appeal should address **and document** the extenuating circumstances and describe what has changed that will allow the student to meet SAP at the next evaluation. Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid. An appeal may be denied. The student is responsible for all tuition expenses while the appeal is being reviewed. Please allow up to 7 days for review.

If an appeal for a probationary term is denied by the Committee\*, the student will be notified by email. The decision is final for that term. The student may re-establish eligibility to be considered for financial aid for a subsequent term by taking action that brings him or her into compliance with the qualitative and quantitative

components of GMC's SAP standard. Subsequent appeals will be automatically denied until the student has earned at least 10 additional GMC credit hours of college-level coursework above the level of hours earned at the time of his/her prior SAP appeal denial.

If a student's appeal is approved by the financial aid staff, the student will be notified by email and will be placed on Satisfactory Academic Progress Probation. For the probationary term, the student will be considered academically eligible for financial aid for which the student has applied and is otherwise eligible. While on Satisfactory Academic Progress Probation, certain conditions for academic performance will be set and monitored. For example, while on Satisfactory Academic Progress Probation, a student must successfully complete 100% of all attempted hours. Students on Financial Aid Warning and Financial Aid Probation should expect a delay in receiving their financial aid for a subsequent term, as all grades for the current term would have to be reviewed.

The probationary conditions will continue each term until the student meets the minimum standard(s) or fails to meet the probationary conditions. When the student fails to meet the probationary conditions, or has left GMC, the probation status may revert to Satisfactory Academic Progress Suspension, indicating that the student is ineligible for financial aid. Appeals will be reviewed and a response provided to the student within 7 days of receipt of the appeal.

### Maximum Credit Appeals

Maximum Credit Appeals should address the unique circumstances that created the maximum credit situation, the plan for completing the degree, and the rationale for the academic plan. Example: rationale for changing majors. Approval of these appeals may be based on factors other than the extenuating circumstances previously listed.

Appeals must include supporting documentation. Incomplete appeals or those missing adequate documentation are typically denied. The Committee will review the appeal and the committee's decision is final. The specific instructions, deadlines and appeal forms are available from Financial Aid.

### Retroactive Federal Student Aid

To be considered for a retroactive [Federal Pell Grant](#) award for the Fall 1, Fall, Winter, Spring or Summer term of the Award Year, the U. S. Department of Education must receive and process your FAFSA and issue your [Student Aid Report](#) reflecting a Pell eligible [Expected Family Contribution \(EFC\)](#) **while you are still enrolled in the same Award Year**. If the term(s) for which you are requesting Federal Pell Grant consideration has ended AND you are no longer enrolled in that Award Year, you will not be eligible for a retroactive Pell Grant award.

If you meet the preceding criteria but were selected for and have not completed the [Verification Process](#), when the term ends, you MAY be eligible once Verification is complete.

To be considered for a retroactive [Federal Direct Student Loan](#) for the Fall 1, Fall, Winter, Spring or Summer term, the Financial Aid office must receive your electronic Student Aid Report (SAR) from the U. S. Department of Education reflecting a calculated Expected Family Contribution (EFC), a completed [GMC Federal Direct Loan Request](#), the verification process have been completed (if selected) and the Resource Management Financial Aid Office must then have enough time to certify the loan to the U. S. Department of Education before the last day of the term in which you are enrolled on at least a half-time basis for the Award Year.

If you are nearing the end of a term and wish to request a Federal Direct Loan for that term, you should contact your local campus financial aid assistant, who can advise you if the loan can still be awarded.

### Learning Support Services and Financial Aid

Students may receive financial aid while enrolled in Learning Support Services (LSS) courses to improve their skills to a level essential for success in college work. Financial aid in support of LSS courses is limited to no more than forty-five (45) quarter hours. HOPE Scholarship does not cover LSS courses. For more information about LSS



courses and financial aid for veterans, please refer to Veteran's Benefits.

A student must maintain satisfactory progress in the degree programs as defined above as well as achieve satisfactory progress in LSS studies (C or better). All other requirements for receiving financial aid must be met.

### **Transient Students and Financial Aid**

Generally, transient students are not eligible for financial assistance from GMC. However, a transient student, who is a HOPE scholar, may be eligible. A transient student is limited to a combined 15 hours from both institutions to receive funds. Contact the Financial Aid Office for information.

### **Withdrawal/Return of Title IV Funds (R2T4) Policy**

#### **Return of Title IV (Federal) Financial Aid**

When a student withdraws during a term, the amount of federal financial aid earned by the student is determined on a pro-rata basis up to the end of 60% of the term. For example, if the student has completed 30% of the term, he or she has earned 30% of the aid originally scheduled to be received. Once a student has completed more than 60% of the term, he or she has earned all of his or her federal financial aid. (Federal Work Study funds are excluded from the return of Title IV funds requirements.)

If a student has received excess funds, the College must return a portion of the excess equal to the lesser of:

- the student's institutional charges multiplied by unearned percentage of funds, or
- the entire amount of the excess funds.

If the aid to be returned is in the form of a loan that has been released to the student (or parent) borrower, the student (or parent) can repay the loan in accordance with the terms of the promissory note over a period of time.

If the aid to be returned is in the form of grant funds, the law provides that the student may repay 50% of the grant rather than 100%.

Within 30 days of the date of GMC's determination that a student withdraws, GMC will provide written notification to the student, or parent in the case of parent PLUS loan, that outlines results of the refund calculation and post-withdrawal disbursement eligibility, if applicable. Any unearned Title IV funds are returned within 45 days of the date GMC determined the student withdrew.

#### **Order of Funds to be Returned**

The funds must be credited to outstanding loan balances or to any amount awarded for the term in which a return of funds is required in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal PLUS Loans received on behalf of the student
4. Federal Pell Grants
5. Federal SEOG Grants

#### **Refund of Funds from the Georgia Student Finance Commission (GSFC)**

Students who withdraw after the census date (the end of the drop/add period) may receive state grant or scholarship payment for the costs incurred up to the term award. Students who withdraw before the census date are not eligible for state grants or scholarship payments for costs incurred for the term. State grants or scholarship

payments received for the term, prior to the census date will be returned to GSFC. Students will be responsible for the balance caused by the cancellation of this financial aid.

### **Refund of Private Scholarships, Grants and Loans**

Unless otherwise requested by the donor or a private scholarship, grant or loan award, the refund/cancellation of private financial assistance follows the pro-rata policy for the cancellation of institutional charges and institutional financial aid.

### **Example of a Refund and Return of Title IV Financial Aid**

Student enrolls for Fall Term, beginning on October 10 and ending on December 6 (57 days). Student withdraws from all courses on November 5.

#### **Refund Calculation**

Total Charges for Tuition and Fees = \$2,010

Student attends October 10 to November 5

(withdrawal date)

= 26 days/57 days in term = 46% of the term

#### **Return of Title IV Aid Calculation**

**Step 1.** Title IV Aid Disbursed on November 5:

Subsidized Direct Loan \$ 866.25

Unsubsidized Direct Loan \$990

Total aid disbursed \$1,856.25

**Step 2.** Percentage of Title IV Aid Earned:

26 days of enrollment/57 days in term = 46%

**Step 3.** Amount of Title IV Aid Earned:  $46\% \times \$1,856.25 = \$853.88$

**Step 4.** Total Title IV Aid to be Returned:  $\$1,856.25 - \$853.88 = \$1,002.37$

**Step 5.** Amount of Unearned Title IV Aid Returned by the School:

Subsidized Direct Loan \$12.37

Unsubsidized Direct Loan \$990.00

Total Title IV aid returned to federal programs \$1,002.3



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# Financial Aid Directory

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<b>ALBANY Extension Center</b>	<a href="mailto:fahelpalbany@gmc.edu"><u>fahelpalbany@gmc.edu</u></a>
<b>AUGUSTA CAMPUS</b>	<a href="mailto:fahelpAugusta@gmc.edu"><u>fahelpAugusta@gmc.edu</u></a>
<b>COLUMBUS CAMPUS</b>	<a href="mailto:fahelpColumbus@gmc.edu"><u>fahelpColumbus@gmc.edu</u></a>
<b>DUBLIN Extension Center</b>	<a href="mailto:fahelpDublin@gmc.edu"><u>fahelpDublin@gmc.edu</u></a>
<b>EASTMAN Extension Center</b>	<a href="mailto:fahelpEastman@gmc.edu"><u>fahelpEastman@gmc.edu</u></a>
<b>FAIRBURN CAMPUS</b>	<a href="mailto:fahelpFairburn@gmc.edu"><u>fahelpFairburn@gmc.edu</u></a>
<b>FAYETTEVILLE CAMPUS</b>	<a href="mailto:fahelpFayetteville@gmc.edu"><u>fahelpFayetteville@gmc.edu</u></a>
<b>MILLEDGEVILLE CAMPUS</b>	<a href="mailto:fahelpMilledgeville@gmc.edu"><u>fahelpMilledgeville@gmc.edu</u></a>
<b>MADISON Extension Center</b>	<a href="mailto:fahelpMadison@gmc.edu"><u>fahelpMadison@gmc.edu</u></a>
<b>GLOBAL ONLINE CAMPUS</b>	<a href="mailto:fahelpolc@gmc.edu"><u>fahelpolc@gmc.edu</u></a>
<b>SANDERSVILLE Extension Center</b>	<a href="mailto:fahelpSandersville@gmc.edu"><u>fahelpSandersville@gmc.edu</u></a>
<b>ST. MOUNTAIN Extension Center</b>	<a href="mailto:fahelpstm@gmc.edu"><u>fahelpstm@gmc.edu</u></a>
<b>VALDOSTA CAMPUS</b>	<a href="mailto:fahelpValdosta@gmc.edu"><u>fahelpValdosta@gmc.edu</u></a>
<b>WARNER ROBINS CAMPUS</b>	<a href="mailto:fahelpRobins@gmc.edu"><u>fahelpRobins@gmc.edu</u></a>
<b>ZEBULON Extension Center</b>	<a href="mailto:fahelpZebulon@gmc.edu"><u>fahelpZebulon@gmc.edu</u></a>

# STUDENT AFFAIRS

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Student activities are provided and supervised by the Dean of Students at each campus. All GMC students are encouraged to participate in a variety of co-curricular and extra-curricular activities in an effort to enhance the sense of community, develop responsibility and increase leadership skills. Student government, student organizations, student clubs and student publications, in particular, are not only a vital part of the college, but also are an important part of the student's total educational experience. Students are advised to choose activities wisely and to balance academic activities with participation in service, religious, athletic, social and recreational pursuits.

General administrative responsibility for the student services program rests with the Dean of Students and is administered through him/her. Student activities are sponsored by the Student Activities Committee and Student Government Association. Major initiatives in developing organizations and activities appropriate to the educational purposes of the college, as well as implementation of programs, which have been planned, is a shared responsibility of staff, students and faculty.

The availability of student activities varies by campus. For a better understanding of the activities available, contact the Assistant Director/Dean of Students at any campus.

## Honor Societies

### Phi Theta Kappa

Phi Theta Kappa (PTK) is an international honor society for students of two-year colleges. Phi Theta Kappa chapters have been chartered on the Augusta, Columbus, Fairburn, Milledgeville, Valdosta, Warner Robins, and Fayetteville campuses. Since its founding in 1918, Phi Theta Kappa has been the only national honor society for junior colleges, promoting scholarship, developing character, and cultivating fellowship.

To be eligible for Phi Theta Kappa, a student shall be of good moral character, shall possess recognized qualities of citizenship, shall participate in the development of chapter projects, and shall have established academic excellence as judged by the faculty sponsor in accordance with guidelines set by the international constitution. Membership is by invitation only. Contact the Dean of Students on your campus for further information or for the name of the faculty sponsor on your campus.

Most four-year colleges and universities have scholarship funds earmarked for junior college transfer students who are members of PTK. These funds are competitive and in many instances provide very generous awards up to and including full tuition for up to two years at the university or college. The PTK advisor on your campus can provide more details on these opportunities.

### Mu Alpha Theta

Mu Alpha Theta, a Mathematics Honors society, has been chartered for the GMC Milledgeville campus. For information, contact the Chair of the Mathematics Division.

## Intercollegiate Athletics

Georgia Military College fields a growing intercollegiate athletics program at the Milledgeville Campus. Both resident cadets and commuting students may participate in the various sports except football, which requires membership in the Corps of Cadets for participation. Students from the Augusta, Columbus, Dublin, Fairburn, Fayetteville, Madison, Sandersville, Stone Mountain, Valdosta and Warner Robins campuses are eligible to compete with the golf and cross country teams through coordination with the coaching staff at the Milledgeville Campus. For information on these programs, contact the Athletic Department on the Milledgeville campus, 478-387-4704.

## Cross Country

The men's and women's cross country programs have been consistent performers on the national level with at least one team qualifying and participating in the NJCAA National Championship meet in 4 of the last 5 years. The Running Bulldogs have an NJCAA All-American of their own to boast as well as the highest team finish in 2017 for our women's team - #9 in the country!

## Women's Softball

The Women's Softball program has seen a continual rise since its inception in 2006 and has been especially dominant of late, winning the GCAA Conference tournament in both 2016 and 2017 and the regular season title in 2018 and 2019. The Lady Bulldogs have also progressed to the NJCAA National Championship Tournament in 2016 and 2017. The Lady Bulldogs have had four ladies make the highly competitive NJCAA All-American list, including two in the last two seasons.

## Football

The GMC JC Football program has consistently placed itself among the nation's elite Junior College programs in the country. Since 1991, the program has produced 555 student-athletes that have gone on to continue their education and football careers at all levels of NCAA Football. There have been 49 individuals that have gone on to play in the NFL. The Bulldogs won the NJCAA National Championship in 2001, and were runner-up in 2002, 2005, and 2013. On an individual level, the program has produced over 80 NJCAA All-Americans, the 2001, 2002, and 2013 National Coach of the Year, the 2001 National Defensive Player of the Year, the 2013 National Offensive Player of the Year, and lastly, the 2001 Lea Plarski Award winner which is given to the nation's top male athlete. Members of the football team are required to be members of the Corps of Cadets in their first year of residency. Participation is by invitation only through the office of the head football coach. Walk-on tryouts are held periodically – contact the athletic department at (478) 387-4704 to learn more.

## Golf

The Men's Golf Team has enjoyed tremendous success with a very fast start and continues to be a force in NJCAA DIII Golf. The Bulldog Golf Team won the National Championship in 2004 and 2017, placed 3rd in 2005, placed 8th in 2007 as well as having nine performers named as NJCAA All-Americans through 2018. The top GMC golfer each year is presented with the coveted Mason Cup, which is named in honor of Mr. Harold and Mrs. Brenda Mason. Mr. and Mrs. Mason also helped supply GMC with the Mason Golf Performance Lab, which is a state of the art teaching center complete with a swing analyzer, chipping and putting area for our golf teams. Men's golfers earned three additional NJCAA American awards in 2019.

## Women's Golf

The program was a new program in the 2018-2019 academic year but made some strong initial impacts as a new program as three individuals earned the right to compete at the national tournament. With the Mason Golf Performance Lab and key local and regional courses to practice on, the Lady Bulldogs will be up to "par" in no time.

## Rifle Team

The rifle team is a co-ed team that is comprised of both cadets and civilian students at GMC. The Bulldogs are the three time and reigning NRA National Champions in the ROTC division in 2013, 2014, and 2015! The team practices and competes in the GMC rifle range, a 12 point range on campus, and travels across the southeast as well as competing in electronic postal matches across the country and even internationally. The team currently is a member of the Midwest Rifle Conference and competes solely against four year universities.

## Women's Soccer

The GMC Women's Soccer Program has also seen a recent ascendance with narrow losses in the conference championship game in 2015 and 2016 followed by their first GCAA conference championship in 2017! In 2017, they also progressed to their first ever NJCAA National Championship Tournament as one of the top 16 teams in the country while having their first player earn NJCAA All-American honors!



## **Men's Soccer**

The GMC Men's Soccer Program is back to back GCAA champions for 2016 and 2017 and have become part of the conversation on the national level. The 2018 season hit historic high points for the Bulldogs as they attained their first ever #1 national ranking during the year on the way to winning the conference, progressing through district, and competing in the NJCAA National Championship Tournament in Daytona! On an individual basis, the Bulldogs have had four men earn NJCAA All-Americans in recent years including two this last season. Moving into the NJCAA National playoffs the last two seasons, the Bulldogs have shown excellence and consistency with great promise for years to come.

## **Intramural Sports**

The intramural sports program is open to all students, faculty, and staff on each campus. Different intramural sports are offered at each campus. Information is available on these events from the Campus Dean of Students.

## **Student Publications**

Each campus has a campus newspaper and/or a literary magazine. These publications are produced by students under the supervision of faculty/staff advisors. Financed by the Student Activity Fund, these publications provide opportunities for students in creative writing, art, reporting, business, and design.

## **Reflections**

The Georgia Military College art and literary magazine is a compilation of student, faculty, and staff writing and art. It is published quarterly under the aegis of the Humanities and Education Division. Students from all of the GMC campuses are encouraged to submit their work, join the staff, and enjoy the imaginative variety of student creations. For submission guidelines and assistance, please refer to the Humanities and Education Division Chair or the Humanities Department Chair on your campus.

## **Student Organizations**

### **Student Government Association**

Georgia Military College has a Student Government Association (SGA) at each campus. The SGA deals with student concerns, promotes understanding within the college community, and administers all matters that are delegated to the student government by the President of Georgia Military College. SGA serves as the primary student voice to the administration in college affairs. Students are encouraged to participate in SGA and in the institution's decision-making process. Officers are elected by the students and normally serve for one year. Responsibility for governing the student body is vested in the students. Elections are held annually.

### **Student Activities Committee**

The Student Activities Committee is composed of representatives from each academic area, athletics, drama, and a sophomore, freshman, and cadet representing the student body. Students are the key in communicating student interests and needs to the activities committee. Activities include movies, dances, lectures, guest entertainers, concerts, field trips, student publications, intramural, and club activities. Notices of upcoming activities are posted on the campus bulletin boards, monthly activities calendar, and faculty announcements in the classroom. Students who wish to suggest activities should contact one of the student representatives or the President of the Student Government Association on your campus. The President of the Student Government Association can be contacted through the Campus Dean of Students.

## **Alpha Phi Omega**

Alpha Phi Omega is a coeducational national service fraternity open to any student who is interested in developing social awareness, leadership skills and a sense of brotherhood with other students. It not only is the single most represented intercollegiate organization in the United States of America, but the fraternity has active chapters in the Philippines, Canada and Australia, and alumni groups around the world. Members are offered opportunities to use their talents to be of service to humanity while having fun and forming lasting friendships. Georgia Military College's chapter, Alpha Epsilon Pi, was first chartered in 2002.



## Campus College-Sponsored Clubs with Faculty Advisors

Clubs are available at the college; they include but are not limited to:

- APO
- Anime Club
- Art Club
- Book Club
- Baptist Collegiate Ministry
- Biology Club
- Chess Club
- Chorus Club
- Creative Thinking
- Fine Arts Club
- Ethics Bowl
- Math Club
- Newspaper
- Phi Theta Kappa (PTK)
- Pre-Nursing Club
- Reflections
- Student Government Association (SGA)



More information on these and other clubs may be obtained from the Campus Dean of Students. Students who have a common interest in an educational, social or sport activity and wish to be recognized as a club by the college should contact the Campus Dean of Students.

### Chorus

Membership in the Georgia Military College Chorus is open to all interested students on the Milledgeville Campus. The chorus plans several off-campus performances as well as performances on campus for students, faculty, staff, and the community. Additional information is available from the chorus director.

### Ethics Bowl Team

The purpose of the Ethics Bowl Team is to develop confidence and expertise in fundamentals of speech and enhance vital communication skills through participating in argumentative and interpretative debate through judged competition. The members of the Georgia Military College team travel to several tournaments involving both debate and individual speaking events. Students with minimal experience are encouraged to register for COM 201, Public Speaking.

## Student Handbook

The [GMC Student Handbook](#) is published by the Dean of Students and available on the GMC web page under "Student Life." It is the student's responsibility to become familiar with the contents of the Student Handbook, including the Student Code of Conduct and the Honor Code, "I will not lie, cheat, steal, or tolerate those who do," that regulate student life at Georgia Military College. Students can be sent to the Honor Council for violations of the Honor Code as explained in the Student Handbook.

## Student Rights and Responsibilities

### Correspondence

Your official GMC email address (ending in @bulldog.gmc.edu) will be utilized by GMC faculty and staff for important correspondence. GMC Email is considered an official form of communication, and you need to check your GMC email every day. You will be held responsible for all content in your email box sent from GMC faculty and staff. This includes deadlines and financial information. Not checking your email will not be considered an excuse for missing these deadlines.

You are also obligated to ensure that the institution has your correct address and telephone number(s) on file in order to contact you when issues arise.

## **Citizenship**

Since its founding, good citizenship has been a hallmark of Georgia Military College. Student citizens are the foundation of a college just as they are the foundation of any community in which people live and work. GMC sets and enforces high standards for its student citizens, whether on campus or in the community. We expect that individual students and the student body will conduct themselves in a fashion that will reflect favorably on themselves and the college.

GMC students are expected to demonstrate respect for law and order, to treat the property of the institution and of other people with diligent care, to respect the rights of others, and to exhibit a strong sense of personal honor and integrity. Behavior other than that expected of a conscientious and responsible citizen is not acceptable.

Each student should review the GMC Student Handbook, which outlines expectations of student conduct, student rights and responsibilities, and the disciplinary procedures of the college.

Students who disregard the expectations placed upon them as good citizens subject themselves to the disciplinary process. As noted below, Georgia Military College has a policy on standards and procedures for student non-academic discipline. While the rules and regulations of Georgia Military College are not meant to duplicate civil laws, there are some areas in which the lawful interests of the institution as an academic community coincide with broader public interests. Students who commit offenses against the laws of municipalities, states, or the United States are, of course, subject to prosecution by the appropriate authorities and are liable for disciplinary action under Georgia Military College rules.

The Dean of Students is the officer of the college with primary responsibility for student discipline. The Executive Directors have responsibility for student discipline at their campus location. The Commandant of Cadets is responsible for cadet discipline.

Students who are accused of misconduct will have an administrative hearing with the Campus Dean of Students, his designee, or the Executive Director. The hearing officer determines guilt or innocence, and imposes appropriate sanctions. Severe misconduct cases may be referred to the Georgia Military College Disciplinary Committee and local law enforcement authorities. Sanctions may include oral or written reprimands, personal probation, revocation and/or limitation of privileges, restitution, probation, suspension, or expulsion. Depending upon the circumstances, a student may be temporarily suspended from the college after a preliminary hearing pending a final hearing on the incident and its resolution.

## **Policy on Drugs and Alcohol**

The Board of Trustees, administrative officers, faculty and staff of Georgia Military College endorse and support the laws of Georgia and of the United States with respect to the sale, use, distribution, and possession of illicit drugs and alcoholic beverages on college campuses as well as within the state-at-large. Liability for violation of these laws and related liabilities may be imposed on the purchaser or seller as well as the hosts, chaperones, sponsors, or promoters of any event or occasion involving participants going to, being present at, or departing from such events. To this end, the college and the board have endorsed a program designed to enhance awareness of and curb the use of illicit drugs and alcohol by students and others associated with GMC.

Any student organization which knowingly permits or authorizes the sales, distribution, serving, possession, consumption, or use of alcohol, marijuana, a controlled substance or a dangerous drug at any social event or departing from such event or otherwise when such sale, possession, consumption, or use is not in compliance with the laws of this state shall have its recognition as a student organization withdrawn for a calendar year from the year of determination of guilt.

## Title VI of the Civil Rights Act of 1964

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title VI of the Civil Rights Act of 1964, which states: "No person in the United States shall, on the grounds of race, color, or national origin, be subjected to discrimination under any program or activity." The Affirmative Action/Equal Opportunity Officer is the Vice President for Human Resources (478) 387-4908. It is understood that all of Georgia Military College's publications utilizing terms, such as "he, his, himself, chairman," are used without regard to sex.

## Title IX of the Higher Education Act of 1972

The academic and administrative policy of the College subscribes to the nondiscrimination provision of Title IX of the Education Amendments of 1972, which states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity." The Title IX Coordinator is Jill Robbins, Vice President of Human Resources, who resides at the Milledgeville campus. The Campus Dean of Students at the other campuses serves as a deputy Title IX Coordinator. Please refer to the [GMC Campus and Extension Center Administration](#) section for more information about whom to contact.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 45 days after the day Georgia Military College (GMC) receives a request for access.**

Parents or eligible students who wish to inspect their child's or their education records should submit to the appropriate campus Executive Director a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

Parents or eligible students who wish to ask GMC to amend their child's or their education record should write the school Registrar, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by GMC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom GMC has contacted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the GMC may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Georgia Military College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student to the following:

- School officials with legitimate education interests;
- U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education;
- State and local officials;
- Authorized organizations conducting educational research;
- Accrediting agencies;
- Alleged victim of a crime;
- Parent of a Dependent Student as defined by the IRS;
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse.

GMC designates the following as directory information: student's name, address and telephone number, date and place of birth, major field of study, student status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. GMC may disclose any of those items without prior written consent, unless the student formally requests in writing that the information not be disclosed.

**Parents/Guardians of Dual Enrollment Students:**

Generally, rights under FERPA transfer to students attending a postsecondary institution. When a student is enrolled in both high school and a postsecondary institution through a dual enrollment program, the two schools may exchange information. If a student is under the age of 18, parents retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

**Policy Concerning Student Records**

Georgia Military College will abide by the following guidelines concerning student records:

- A. Inform parents of students and students of their rights concerning student records kept by GMC;
- B. Allow parents and spouses of students who have the written expressed permission of their children or spouses access to the educational records of their children/spouses;
- C. Non-disclosure of personally identifiable information from the educational record of a student to

- any outside agency without the prior written consent of the student; and
- D. Maintain a record of disclosure to outside agencies of personally identifiable information from the educational records of a student.

As a general rule, the following information will be kept by the Academic Records Office located at the Milledgeville campus (copies will be kept at the other campus locations)) and will remain in the student's academic file:

- A. The official academic transcript (Academic Records Office only);
- B. The original application for admission;
- C. Secondary and post-secondary official transcripts;
- D. Application for graduation and/or degree;
- E. Official notice of admission;
- F. Evaluation of transfer credits; and
- G. Memoranda or correspondence pertaining to:
  - a. Registration form, student schedule;
  - b. Grades, grade changes, explanations, and special course descriptions;
  - c. Drop/Add, official withdrawals;
  - d. Special honors or special problems; and
  - e. Name and address changes.

### **Deceased Student Records:**

Records of deceased students are not protected by FERPA and are a matter of institutional policy. Within the first year following the death of a student, GMC will release educational records under the following circumstances:

- The student has submitted prior written authorization to release records to the party requesting the records.
- The request comes from the Executor/Executrix of the student's estate.
- In response to a legal subpoena.

As a general rule, all academic files are destroyed five years after graduation, withdrawal, or suspension of the student, with the exception of the official transcript, which is kept indefinitely.

The Dean of Students maintains disciplinary files for three years after graduation, withdrawal, or suspension.

### **Submitting and Resolving Student Complaints**

**Policy Statement:** It is Georgia Military College (GMC) policy that student complaints will be fairly administered and students will be afforded reasonable, accessible, and well-publicized pathways for registering complaints.

**Definition:** A complaint is a problem, concern, dispute, or disagreement raised by a student who considers he/ she has been disadvantaged or wronged because of an action, lack of action, decision, or omission within the control or responsibility of the college. A complaint submitted in writing is considered a grievance and is covered by this policy.

**Resolution:** The GMC authority responsible for resolving a complaint will immediately inform the student that the complaint was received and when to expect a resolution decision.

The GMC authority responsible for resolving the complaint will inform the student, and others if appropriate, when the resolution process is complete.

The college expects that students will attempt to resolve complaints at the lowest possible level before submitting a formal complaint.



**Submitting Complaints:** Formal complaints must be submitted in writing and must be signed by the complaining student.

Complaints sent by email are considered to be signed written complaints.

The college will not treat anonymous complaints and those submitted by anyone other than the complaining student as formal complaints.

The GMC Student Portal will provide an electronic pathway for students to submit complaints either to the President, Chief Academic Officer, the Chief Operating Officer and the appropriate Campus Executive Director, or others in authority. Institutional complaints are routed through the Director of Staff. Academic grievances are routed through the Associate Chief Academic Officer.

The college expects administrators charged with resolving student complaints to handle each complaint fairly and expeditiously and to maintain records necessary to demonstrate that the college follows established procedures when resolving student complaints.

Students will be informed in the GMC Catalog and GMC Student Handbook that the preferred method for submitting student complaints is electronically by way of the GMC Student Portal.

**Complaint Records:** The College expects administrators to maintain records necessary to demonstrate that the college follows established procedures and to guide the review of complaints.

The Chief Operating Officer reviews complaints with the senior staff and Campus Executive Directors routinely, but no less than semi-annually in combination with scheduled Strategic Planning Reviews.





# ACADEMIC SUCCESS CENTER

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The Academic Success Center, as part of [GMC's Center for Teaching and Learning](#) promotes the academic success of GMC students by providing support through the following programs: academic advising, academic alert, tutoring, academic suspension, and counseling.

**Mission:** The Academic Success Center dedicates itself to promoting and motivating students to increase their desire to learn through creating an environment that encourages self-advocacy needed to achieve academic success by:

- Assisting students with the development of academic skills;
- Providing academic advising to students to assist them in obtaining their personal and educational goals;
- Providing tutoring services through online access or face-to-face interaction to meet the needs of a larger population of students;
- Providing educational skills training for students returning from academic suspension to improve student success

## Academic Advising

All GMC students receive assistance from an advisor for planning their term course schedules and overall academic program plans through the Academic Advising program.

**Mission:** The academic advising program at GMC strives to assist students in identifying, understanding and achieving educational, personal and professional goals by following a path of learning and discovery. To that end, advisors will foster student success by facilitating an educational experience that holistically leads students to become self-directed, life-long learners and decision-makers.

Georgia Military College provides each student with an advisor, and basic advising information that can be found on the GMC [advising website](#), [GMC College Catalog](#), and [Student Handbook](#). Advisors are available throughout the academic term to meet with students, to answer their questions, to assist them with college policy, and with monitoring their academic progress and educational goals.

## Academic Alert Program

The Academic Alert program serves all GMC students in the effort to identify struggling students before and as they need assistance.

**Mission:** Academic Alert seeks to identify at risk and struggling students to facilitate the development of essential academic skills and habits needed to be successful in a post-secondary environment.

Georgia Military College established an academic alert program that involves the use of the Starfish Retention Solutions software program and campus-level success coaches. This program provides additional academic counseling to students who are having difficulty in their classes. Each campus has personnel that serve as Academic Success Coaches, who receive referrals from students, faculty, or staff through Starfish alerting them to contact struggling students. A list of success coaches can be found on our website at <http://www.gmc.edu/academic-programs/academic-support-overview.cms>. The Academic Success Coach contacts the students to provide academic counseling and referral to other Academic Support Services such as: tutoring, academic advising, or disability services.

## Tutoring

All GMC students have access to tutoring services at no charge to the student in order to support their learning.

**Mission:** GMC Tutoring Centers serve as centers for learning assistance, providing a support structure that allows students to gain self-confidence and independence in their academic work. The ultimate purpose of tutoring is to create independent learners.

**Free tutoring** is provided to students at all GMC campuses and online. Campus specific information for the tutoring at each campus is provided on the GMC website. Each campus has a tutoring program with tutors for a variety of subjects. Tutoring for students taking online courses is available through their Moodle course page. Tutoring services is also free of charge for students taking GMC courses in the online environment.

## Academic Suspension Program

All students returning or entering GMC that were placed on academic suspension must complete the Academic Suspension Program. This program was created to assist struggling students with identifying and trying to eliminate behaviors that contributed to their poor academic standing.

**Mission:** This program seeks to help students returning from suspension by providing academic skills training to assist students in the successful completion of courses at a standard acceptable to the institution.

Students returning or transferring to GMC after a period of academic suspension are required to complete a workshop or seminar. Each campus has an individual designated to provide additional academic counseling and ensure that students returning or entering from suspension complete the training program.

# STUDENT DISABILITY SERVICES

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The Student Disability Services program is provided to all GMC students to ensure that students needing accommodations are served to ensure equal access.

**Mission:** Georgia Military College is committed to the full and total inclusion of all individuals and to providing equal opportunity to participate in and benefit from all programs, services and activities by:

- Approving and assisting in the provision of reasonable accommodations;
- Encouraging student independence, personal growth, and self-advocacy;
- Promoting diversity and inclusion in all environments;
- Supporting, training and providing resources to faculty, staff and administrators;
- Supporting institutional standards and integrity by valuing high expectations for all students including those with disabilities; and
- Providing guidance and leadership regarding policy decisions and planning

## Policies and Procedures for Students with Disabilities

Georgia Military College is committed to the full and total inclusion of all individuals providing equal opportunity to participate in and benefit from all programs, services and activities. Georgia Military is also supportive of individual rights and responsibilities.

As a public institution receiving Federal funds, Georgia Military College adheres to the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. In accordance with all pertinent federal and state legislation, the institution will ensure reasonable accommodations are provided for students with disabilities through the Office of Student Disability Services.

Institutional policy ensures that reasonable accommodation be made on an individualized case-by-case basis. However, it is the responsibility of the student to identify and disclose their disability and make their needs known. Georgia Military College will give primary consideration to the individual's request and will provide the reasonable accommodation unless an equally effective aid or service is available, the means chosen would result in a fundamental alteration of Georgia Military College's programs, or the accommodation would result in an undue financial or administrative burden.

## Definitions

An individual with a disability is defined as a person who 1) has a physical or mental impairment that substantially limits one or more life activities, 2) has a record of such impairment or 3) is regarded as having such impairment.

"Accommodations" are those adjustments to structure, location or mode of access to the educational environment. Accommodations are to be reasonable and not altering academic standards or expectations and not to place undue financial or administrative hardship on an institution.

## Contact Person

The Manager of Student Disability Services is located at the main campus of Georgia Military College at 201 E. Greene Street, Milledgeville, Old Capitol Building, phone: 478-387-4902. For assistance, please contact the disability coordinator, the Academic Dean, or the Extension Center Director. For specific contact information, please visit <https://www.gmc.edu/academic-programs/disability-services.cms>.

**PLEASE NOTE THAT DISABILITY WILL NOT BE A FACTOR IN QUALIFYING FOR COLLEGE ADMISSION.**

To ensure full translation of this policy for access of individuals with disabilities, two important areas of rights and responsibilities have to be considered: a) the right of the individual with a disability to be included on the basis of criteria that do not unfairly discriminate because of the disability and b) the right of the institution to set and maintain standards for admitting and evaluating the progress of students.

### **Rights and Responsibilities of the Institution**

Georgia Military College recognizes that its basic responsibility is to identify and maintain the academic and technical standards that are fundamental to providing quality academic programs while ensuring the rights of individuals with disabilities. To meet these obligations, Georgia Military College recognizes the following rights and responsibilities:

- Georgia Military has the right to request and receive documentation that supports a request for accommodation. The institution has the right to deny a request if the documentation demonstrates that no accommodation is necessary or if the individual fails to provide such documentation;
- Georgia Military has the right to select among equally effective accommodations for individuals with a disability;
- Georgia Military has the right to refuse an unreasonable accommodation or one that imposes an undue hardship on the institution;
- Georgia Military has the responsibility to ensure that its recruitment information and activities are available and accessible;
- Georgia Military has the responsibility to evaluate applicants based solely on their abilities and qualifications. If an evaluation method or criterion unfairly discriminates against an applicant with a disability, the college will seek reasonable alternatives;
- Georgia Military has the responsibility to ensure that all of its academic programs are accessible and usable;
- Georgia Military has the responsibility to adjust, substitute or waive any academic requirements which unfairly discriminate against students with disabilities and that are not essential to the integrity of students' academic programs;
- Georgia Military has the responsibility to make reasonable accommodations for a student with a disability in the delivery, instructional method, and evaluation system of a course; and
- Georgia Military has the responsibility to inform its applicants and students about the availability of auxiliary aids and the range of possible accommodations as well as the procedures for requesting them.

If a request for accommodation is denied, Georgia Military has the responsibility to inform the individual of his or her right to appeal the decision and the procedures for initiating an appeal.

## Rights and Responsibilities of the Individual

An individual with a disability has a right to an equal opportunity to participate in and benefit from programs offered at Georgia Military College. To ensure this right, individuals with disabilities at Georgia Military must identify and disclose a disability to the Office of Student Disability Services, by contacting the Manager of Disability Services or the Disability Coordinator at the campus they are attending. The following rights and responsibilities are placed on the individual:

- Individuals with disabilities have the right to an equal opportunity to learn. They have a right to reasonable accommodations in aspects of their educational experiences such as location, delivery system, or instructional methodologies that limit access, participation, or ability to benefit;
- Individuals with disabilities have the right to an equal opportunity to participate in and benefit from the academic community. This includes access to services and co-curricular activities when reviewed in their entirety, which are comparable to those provided any other student;
- Individuals with disabilities have the right to confidentiality of all information and have the right to choose to whom information about their disabilities will be disclosed;
- Individuals with disabilities have the right to information regarding the availability of auxiliary aids and possible accommodations as well as procedures for making requests for either;
- Individuals with disabilities have the right to be informed of procedures for initiating an appeal of a decision by the institution regarding auxiliary aids or accommodations;
- Individuals with disabilities have the right to be informed of procedures for initiating further appeal of an institutional decision through external channels. This typically would be done through filing a complaint with the Office of Civil Rights or filing a case through the civil court system;
- Individuals with disabilities have the same responsibility as any other student to meet and maintain the institution's academic standards;
- Individuals with disabilities have the responsibility to advocate for their own individual needs and to seek information, counsel, and assistance as necessary to be effective self-advocates;
- Individuals with disabilities have the responsibility to demonstrate or document how their disabilities limit their ability to benefit from a particular delivery system, instructional method, or evaluation criteria when they make a request for accommodation;
- Individuals with disabilities have the responsibility to follow published procedures for making such requests and to do so in a timely fashion; and
- Individuals with disabilities have the responsibility to follow published procedures for filing an appeal.

## Verification Process

The Verification Process will be determined by the Office of Student Disability Services.

### Process for Disability Services at GMC

1. A student requesting accommodations for a disability must complete the online intake application on our website <https://www.gmc.edu/academic-programs/disability-services.cms> . Students may attach any documentation they have (ex. IEP, 504 Plan or Psychological Evaluation); if they are unable to attach these to the application, they can submit the documents to the Disability Coordinator of their local campus. All documentation is scanned and sent to the Manager of Student Disability Services.
2. Once the applicant completes the application, the Office of Student Disability Services will contact the student to schedule an interview. The interviews will be conducted face-to-face or by phone. The initial interview with the student is to gain the student's perspective of how their disability impacts their academic performance in the classroom and educational environment.
3. Following the interview the Manager reviews the documentation and keeps it on record. He/she then develops the accommodation plan for the student and contacts the student to request a meeting be scheduled.
4. Once an accommodation plan has been developed, the Campus Disability Coordinator meets with the student and reviews the accommodation plan.
5. Should the institution be unable to support the accommodation request or has offered a reasonable and equally effective accommodation, the student will receive a written letter explaining the denial and/or the alternative accommodation. Student may appeal a denial or an alternative accommodation using first the informal appeal process and then the formal appeal process outlined below:

#### Level I: Informal Appeal

- All questions regarding accommodations should begin at the lowest level with the campus disabilities coordinator within 5 working days upon receipt of the accommodation plan or denial letter.

#### Level II: Formal Appeal

- If unresolved, the student shall file a written appeal to the Campus Executive Director within 5 working days of a decision from the campus disabilities coordinator. A written appeal should include a description of the reason(s) for the appeal and any supporting information/documentation. The Campus Executive Director will provide the decision in writing within 3 working days upon receipt of a written appeal.
  - If still unresolved, the student may file a written appeal to the Executive Vice President within 5 working days of the Campus Executive Director's decision. The Executive Vice President will provide the decision within 3 working days of receipt of a written appeal. This decision will be final.
  - If the outcome of the appeal does not resolved the issue, students also have the right to further appeals of an institutional decision through external channels which would typically be done through filing a complaint with the Office of Civil Rights or a case through the civil system.
6. Following this meeting the students will request accommodations for a given academic term through the Accommodate software program. Students can make their request for Instructor Notification Letters each quarter in Accommodate and will receive a copy of the letter in email when the request is complete.



## Verification Status

The Office of Student Disability Services will assign the student a verification status depending upon the type of disability a student has been diagnosed with and/or the completeness of the documentation submitted:

On-Going – A student who receives an on-going verification has submitted current, complete documentation that clearly exhibits an impact from a disability, which is stable, not expected to change over time, and supports the need for accommodation. These students will not be expected to submit additional documentation unless they request an accommodation that has not already been approved and is not supported by the previously submitted documentation.

Annual Renewal – An annual renewal verification is approved for those students who have a diagnosed disorder or condition, in which the impact may change over time. These students will be required to submit updated documentation on an annual basis to allow the Office of Student Disability Services to adjust the verification status and approved accommodations if necessary.

Temporary – Temporary verification status may be approved for students who have submitted some documentation, which may state a diagnosis but may not be complete or is out-of-date. These students may be verified on a temporary basis, allowing them time to gather the necessary documentation. A temporary verification status may also be given, as resources allow, to students who receive a temporary injury and may need accommodations until the injury is sufficiently healed. These students are verified for the length of time recommended by the treating physician.

Denied – A student may be denied verification for a number of reasons, including but not limited to: (1) submitted documentation which does not support the presence of a diagnosed disorder, (2) a diagnosed disorder that does not rise to the level of being disabling, (3) updated or additional documentation requested that is not submitted, (4) an applicant who is not admitted as a student at the College, or (5) required verification meetings that are not attended by the student and contact from the student has ceased.

## Procedure for Requesting Accommodations Each Term

It is the responsibility of the verified students to request accommodations each term if needed. The Office of Student Disability Services does not automatically implement accommodations each term. Students choosing to use accommodations should log in to their Accommodate account and submit their quarter request providing appropriate information. **It is the responsibility of the student to meet with each instructor to discuss the Notification Letter and the desired accommodations.** Students must request the Notification Letters with **Timely Notice** prior to the need of the accommodation. Instructors are not required to provide classroom accommodations until they have received the electronic letter and are not required to provide accommodations retroactively. Therefore, it is encouraged that the students request accommodations early in the term.

Some accommodations have additional requirements before they can be implemented. These accommodations need to be requested at least three weeks before the start of a term or in a reasonable timeframe because these accommodations involve collaboration and coordination with other departments and companies, which may require weeks to process. Where the accommodation is particularly burdensome or cumbersome, additional time may be necessary. Georgia Military College will make every effort to provide these accommodations within a reasonable timeframe; however, the closer to the term a student waits before requesting an accommodation, the more likely these resources will not be available by the start of the term. Students eligible for the following accommodations should supply their schedules to the Office of Student Disability Services at registration, should communicate any schedule changes as soon as possible, and should communicate with the Office of Student Disability Services regarding alternate formats needed as soon as possible.

- Alternative Format materials;
- Assistive Technology; and
- Service Providers.

## Procedure to Request a Change of Approved Accommodations

Students who have been verified as eligible for accommodations may request additions to or deletions from their previously approved accommodations. Requests must be submitted in writing with a detailed description supporting the need for any changes. The Manager of Student Disability Services will review the request along with all documentation on file to determine any changes. Additional documentation or student interview may be required to facilitate any changes. Disability Services may also contact the student to gather more information about the reasons for the request.



*Start Here ... Go Anywhere!*



# ACADEMIC AFFAIRS

## Directory: Academic Affairs

The Chief Academic Officer and Dean of Faculty has final authority in academic matters pertaining to students enrolled at Georgia Military College. The Chief Academic Officer is located on the Milledgeville campus.

Dr. Mike Holmes, Chief Academic Officer and Dean of Faculty	(478) 387-4905
Dr. Derek Stone, Associate Chief Academic Officer	(478) 387-0396
G. Brian Hendricks, Academic Dean, Augusta	(706) 993-1115
Amy Sandy, Academic Dean, Columbus	(706) 478-2755
Michelle Lockett-Lewis, Academic Dean, Fairburn	(678) 833-5132
Dr. Naaman Pamoja, Academic Dean, Fayetteville	(678) 846-9632
Laura Booth, Academic Dean, Milledgeville	(478) 387-4744
Jeff Wells, Academic Dean, Global Online Campus	(478) 387-1921
Robert Norman, Academic Dean, Valdosta	(229) 375-5652
Alice F. Smith, Academic Dean, Warner Robins	(478) 225-0212
Melanie King, Extension Center Director, Albany	(229) 430-5799
Priscilla Smith, Extension Center Director, Dublin	(478) 410-3454
Erik Walton, Extension Center Director, Eastman	(478) 220-3016
Leigh Aldhizer, Extension Center Director, Madison	(706) 752-7500
Terri Davis, Extension Center Director, Sandersville	(478) 387-4706
Janis Anderson, Extension Center Director, Stone Mountain	(678) 379-1387
Latonya Holmes, Extension Center Director, Zebulon	(470) 777-0210

Georgia Military College academic offerings are grouped into academic divisions and a military science division. Division Chairs and the Military Science Division Commander, acting under the Senior Vice President, Chief Academic Officer, and Dean of Faculty, exercise close supervision over course content and instructional procedures. The divisions are the following:

Business	Justice Studies
Computer Information Systems	Mathematics
Education	Military Science*
First Year Experience	Natural Sciences
Humanities	Social and Behavioral Sciences

*\*The Military Science Division offers senior ROTC programs taught by active duty U.S. Army officers and noncommissioned officers certified by the United States Army.*

## Directory: Campus Registrar Services

Albany Extension Center	(229) 430-5799	Milledgeville	(478) 387-4846
Augusta Campus	(706) 993-1087	Global Online Campus	(478) 387-4723
Columbus Campus	(706) 478-1688	Sandersville Extension Center	(478) 240-3012
Dublin Extension Center	(478) 410-3454	Stone Mountain Extension Center	(678) 379-3801
Eastman Extension Center	(478) 220-3016	Warner Robins Campus	(478) 225-0217
Fairburn Campus	(678) 379-1382	Valdosta Campus	(229) 269-4840
Fayetteville Campus	(678) 846-9636	Zebulon Extension Center	(678) 846-9636
Madison Extension Center	(706) 752-7501		

# Learning Support Services (LSS)

## LSS Definition and Guidelines

Learning Support Services provides instruction for students who need to improve their basic academic skills before attempting college-level courses. These students will hold Conditional Admission status. Courses include Reading, English, and Mathematics. The Humanities Division oversees the LSS English and LSS Reading courses, and the Mathematics Division oversees the LSS mathematics courses.

These courses:

1. Do not apply towards degree requirements;
2. Have no influence on grade point average (GPA); and
3. May not be transferred for credit. Students entering degree or non-degree programs who wish to register for any course which has a Learning Support Services prerequisite in an area must meet LSS requirements in that area.

## LSS Procedures

GMC will honor Learning Support Services courses taught at a regionally accredited college. Test scores and course completion records will be considered valid for two years.

Students who have not successfully completed English and Reading LSS courses at a previous college must enroll in equivalent courses at GMC. Students who have not successfully completed Math LSS courses at a previous college must take a placement test. Students must complete all Learning Support Services courses in the first sixty (60) quarter hours attempted at GMC, excluding MSD, PED, and PER 101 courses. All required Learning Support Services courses should be completed within the first thirty (30) quarter hours attempted at GMC.

Failure to complete the required courses as specified will require that the student enroll only in required LSS courses and a two or three-credit hour activity-based course such as PED or a study skills course in the succeeding terms until the LSS course work is successfully completed. LSS students will enroll in at least one LSS course per term until they have completed the course. Petitions for exceptions to this policy must be filed with the Academic Dean at the student's respective campus.

## Repeating an LSS Course

A student in Learning Support Services course work may repeat a course in any LSS subject (English, Math or Reading) as required to effect exit from Learning Support Services courses. If the student does not successfully complete the required LSS course(s) in three (3) attempts, the student can register for only that LSS course(s) and a two or three-credit hour activity-based course such as PED or a study skills course in the succeeding quarters until the LSS work is successfully completed. Petitions for exceptions to this policy must be filed with the Academic Dean for that campus.



# ACADEMIC POLICIES AND PROCEDURES

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## Student Academic Responsibility

Every student has the responsibility to comply with all academic regulations concerning the program of study and for the satisfactory completion of the degree requirements outlined in this catalog. Academic advisors are provided by the college to assist students in this process and to help students understand their obligations under the catalog. However, the final responsibility resides with the student.

## Student Classification by Quarter Hours

Freshman—fewer than 45-quarter hours of credit

Sophomore—45 or more quarter hours of credit

For the Bachelor of Applied Science (BAS) Programs **only**:

Junior-90-135 quarter hours of credit

Senior-More than 135 quarter hours of credit

## Advising and Registration Process

Advising and Registration is the quarterly process provided for the student to select and register for classes. Advisement for course selection should occur prior to the registration period. Class schedules for each campus are published prior to the start of each academic term listing all of the courses to be offered that term and are available on the GMC website. Early registration is recommended for a better selection of courses. Students may register on published dates. Registration is not completed until the student has complied with all published procedures and has made arrangements to pay all fees and tuition. Late registration occurs when a student does not register for classes on the specific days set for registration. The late registration period cannot exceed the end of the drop/add period.

Once a student has completed the registration process, it is college policy that, should the student decide not to take courses for that term, the student must officially drop their courses. Failure to complete the drop process may result in the college submitting a bill for the appropriate costs. Students who drop their courses prior to the end of the drop/add period are eligible for reimbursement. Refer to [Financial Impacts for Dropping, Withdrawing, or Being Expelled from a Course](#).

## Declaring, Changing, or Adding a Major

All students are asked to declare a major upon entering the institution. Students may elect to change this major. In order to change or add a major, the student must submit a written request to the registrar assistant or student services representative at their respective campus. If the student is enrolled under a previous catalog, the change of major will result in a move to the current catalog requirements.

## Overload Requests

Permission to enroll in twenty (20) quarter hours or more requires the approval of the Academic Dean at that campus. Acceptable petitions should include:

- a. An average grade of B for the preceding quarter, or
- b. Enrollment in a pre-professional program requiring special credits, or
- c. A requirement of an extra course in the last three quarters prior to graduation.

Permission to enroll in twenty (20) or twenty-one (21) quarter hours may be granted by a Department Chair on the Milledgeville campus for military cadets needing to overload with a Military Science course. A student wishing to take an overload should contact his/her advisor to start the petition process. The normal time for the completion of an associate degree is 2 to 3 years.

**Note:** Students required to enroll in Learning Support Services courses may be required to enroll in additional academic terms in order to complete graduation requirements within 2 to 3 academic years.

## Independent Study Class

In accord with the Independent Study Plan (ISP), a student may pursue a designed course or project under the supervision of a faculty member who serves as advisor, evaluates the student's progress, and assigns the final grade. The request must be submitted on the Independent Study Plan form and must be approved at three levels: the instructor, Department Chair for the discipline of the course, and the Academic Dean at that campus.

The student must have successfully completed a minimum of 45 quarter credit hours with GMC; have a cumulative grade point average of 3.00; have been enrolled at GMC within the past two preceding terms or be a graduate of GMC; not have been enrolled in the course during a previous term; and have met all course prerequisites and supply transcripts indicating such. The course should not have been offered by GMC within the past two terms; not be on the class schedule for the term for which the independent study is being requested; and must be a required course within the student's program/major. Independent study is not open to transient students.

## Transient Course Request Policy

Occasionally, Georgia Military College will authorize students to enroll at other institutions in courses comparable to courses offered by GMC. Students seeking transient status at another institution must have completed a minimum of thirty (30) quarter hours at GMC, must have a minimum GPA of 2.00, and demonstrate that the GMC course equivalent is unavailable during the quarter transient authorization is requested. GMC will not accept more than 35 hours of transient work. Transient status means that a GMC student is attending another college on a temporary basis (typically one term) and will return to GMC at the end of that term to complete their course of study.

A student may request authorization for transient credit from the Academic Dean by completing the Transient Authorization form available from their academic advisor, campus registrar assistant or the Academic Dean. The form is very explicit in requirements and requires the student to work with the academic advisor throughout the process. GMC reserves the right to refuse credit for transient courses taken without prior authorization for such work.

With the exception of the HOPE Scholarship Program, transient courses cannot be counted in full-time status requirements for financial aid. The cost of transient enrollment is the obligation of the student. GMC does require a minimum grade of "C" for all transfer credit. The student must request an official transcript of all transient courses be sent to Georgia Military College. GMC will not post credit from other than an official transcript from the college where the work was completed. Upper division courses (those numbered above 299 or obviously junior/senior level classes) may only be taken in a transient status and used for credit in the BAS programs of study at Georgia Military College.

## Repeating a Non-LSS Course

Students may repeat any college-level course in which a grade of D, IU, or F was previously earned. The highest grade earned for the repeated course will be used in the cumulative grade point average and all enrollments and grades earned **will appear** on the college transcript. Financial aid will not pay for more than one repeat of a previously passed course.

Students should be aware that while this policy will likely improve their academic standing, all grades are used for financial aid eligibility calculations. Follow-on institutions may elect to use all grades to calculate eligibility for admission.



Earning a higher grade for a repeated course will not retroactively remove any warning, probation, or suspension status that the student may have reached when the original grade was earned. Please refer to [Repeating an LSS Course](#) for information on how many attempts students may have in their LSS courses.

## Grading System

**Grade Description Credit points per hour:**

Grade	Category	Credit Points
A	90 and above	4
B	80 - 89	3
C	70 - 79	2
D	65 - 69	1
F	64 and below	0
I	Incomplete	0
W	Withdrew	0
WF	Withdrawn Failing	0
IU	Unauthorized Incomplete	0
XF	Honor Violation	0

Except for Learning Support Services courses, which award no grade points, each grade point is determined by multiplying the number of credit points for the course by the number of quarter hours in the course. For example: If a student attempts 12 quarter hours (two five hour courses, one with an A and another with a C and a two hour course with a B) the grade points and grade point averages would be calculated as shown:

Grade = Total Credit Points (from above table) multiplied by the number of quarter hours which equals the total number of points.

A = 4 credit points x 5qh = 20 points  
 B = 3 credit points x 2qh = 6 points  
 C = 2 credit points x 5qh = 10 points  
 12qh 36 points

36 points ÷ 12 hours = 3.0 GPA



## LSS Grading Scale

### LSS Grading Scale for LSS Courses Not Requiring an Exit Exam

Grade	Category	Credit Points
A	90–100 LSS course average	0
B	80-89 LSS course average	0
C	70-79 LSS course average	0
IP	LSS course average below 70	0

### LSS Grading Scale for LSS Courses Requiring an Exit Exam

Grade	Category	Credit
A	90–100 LSS course average and a passing Exit exam score	0
B	80-89 LSS course average and a passing Exit exam score	0
C	70-79 LSS course average and a passing Exit exam score	0
IP	LSS course average below 70	0

## Explanation of Letter Grades

### I = Incomplete

This grade indicates that a student was doing satisfactory work, but, for reasons beyond the student's control, was unable to meet the full requirements for the course. The "Incomplete" will not be assigned unless in the judgment of the instructor, a substantial majority of the course requirements have been satisfied by the student. A student who receives an "incomplete" grade must complete the required work not later than midterm of the next quarter unless the Academic Dean grants an exception due to extenuating circumstances. Failure to clear the "incomplete" grade will result in the assignment of an "F" grade for the course. Hours attempted are used to compute grade point average. **NOTE: A grade of "I" is not part of the LSS grading scale as indicated above, so students in these courses who qualify for an incomplete will receive a grade of "IP" rather than "I."** If students meet the requirements to remove the incomplete, a grade change will need to be processed to remove the "IP" grade.

### IP = Insufficient Progress

Insufficient progress (IP) indicates that the student is making progress in the Learning Support Services course but has not yet attained proficiency. The student must repeat the course.

**(For information about the consequences for receiving three IPs for one LSS course, please refer to [Repeating an LSS Course](#).)**

### W = Withdrew

This grade indicates that a student officially withdrew from the course and was passing at that time. This grade carries no academic penalty and is not used in computing the grade point average.

### WF = Withdrawn Failing

This grade indicates that a student was administratively withdrawn from the course and was failing at that time. This grade carries the same academic penalty as a grade of "F" and is computed as a part of the grade point average.

## **IU = Unauthorized Incomplete**

This grade indicates a student who did not officially withdraw from the course and failed to participate in course activities through to the end of the term. This grade carries the same academic penalty as a grade of “F” and is computed as a part of the grade point average. Since LSS course work is not included in the GPA calculation, this grade does not affect the GPA when received in LSS courses; however, it does affect Financial Aid calculations.

## **XF = Honor Violation**

This grade may be assigned if a student is guilty of repeated honor code violations. This grade carries the same academic penalty as a grade of “F” and is computed as a part of the grade point average. Please refer to the GMC [Student Handbook](#) for how this grade is assigned.

## **Dropping/Adding Courses**

Drop/add periods are scheduled to enable a student to add or drop a class from his/her schedule. Once this designated period ends, changes in student schedules are not allowed. No student will be allowed to register for coursework after the end of drop/add.

A student may drop a course without academic consequence or financial penalty only during the designated drop/add period. This is accomplished in consultation with the academic advisor and by complying with the policy of the campus for processing.

A student also may add courses only during the scheduled drop/add period. Your academic advisor can explain the process to you. Adding a course during the drop/add period may result in a \$25.00 fee.

A student who has changed the number of hours of a course load, either by adding or dropping a class, must talk to a representative from the Financial Aid Office and the Business Office. Changes in a course load can cause a change in the amount of financial aid the student receives and in what the student owes the school. If a student drops a course within certain timeframes, the action can result in a loss of financial aid and a balance that the student owes GMC.

## **Class Attendance, Withdrawal, and Disenrollment Policy**

### **Classroom Attendance Policies**

Students must attend classes, beginning the first week of the term, for all classes that were not dropped by the student during the official drop/add period. Additionally, each professor will include a statement in his/her class syllabus regarding the attendance policy and will take attendance daily in Moodle. Students are responsible for knowing and abiding by the attendance policy for each class in which they are enrolled. For online and hybrid courses, logging into the system does not constitute attendance. A student must participate in required course assignments at least once during the first week to be considered actively attending the class. Any student who fails to attend a class as outlined in the class syllabus may be administratively dropped from the class for non-attendance or withdrawn from the class by the instructor for excessive absenteeism. The last date of attendance (LDA) will be recorded and documented by the faculty member for any student who receives a grade of “W” or “IU,” and this may result in academic and/or financial penalties. It is, therefore, the responsibility of the student to complete the registration, drop/add, and withdrawal processes in a timely manner and according to published deadlines.

**GMC related events** - Faculty members will allow rescheduled or make-up work and not count students absent for participating in court-mandated appearances and approved Georgia Military College events, such as athletic events, cultural performance events, course trips, or other activities where students are representing the college. The student is responsible for advising his/her professors of an approved absence before the event occurs and within

one day of returning to class due to this absence, and must contact the professor to reschedule or make arrangements to make up any missed work. The time, place, and manner of any makeup work are arranged at the discretion of the professor in consultation with the student.

## Withdrawals

### Faculty Initiated Withdrawals

Faculty members are required to record attendance daily in Moodle. For the Global Online Campus, logging into the system does not constitute attendance. A student must participate in assignments at least once a week to be considered actively attending that week. Students will be removed from any class in which they have exceeded the tolerated absences for that class. Students exceeding allowed absences in the last seven calendar days of the term will receive the earned academic grade. Faculty members may include a policy in their syllabus with a stated number of tolerated absences that is less than twelve consecutive calendar days. When removing a student for excessive absences, faculty members will notify the Campus Registrar Services office, via completion and submission of the GMC Course Withdrawal Form, as soon as possible, but no later than three (3) calendar days after the student has exceeded the allowable number of absences. Faculty will report a grade of "IU" and include the student's last date of attendance. The faculty member must also submit with the withdrawal form, either the Moodle attendance roster (for on-ground courses), the last graded activity record (for online courses), or both of these documents (for hybrid courses) to document the last date of attendance (LDA). The grade "IU" carries the same academic penalty as a grade of "F" and may change the amount of financial aid awarded for the quarter, which could result in a balance owed by the student. The student is responsible for tuition and fees associated with the class.

### Student Initiated Withdrawals

Students should complete the courses for which they enroll. Not completing courses may result in negative consequences for the student both academically and financially. Students should discuss withdrawing with their academic advisor, professor, department chair, and financial aid representative before they decide to withdraw. International students and student athletes must remain enrolled in a minimum of 12 quarter hours per term.

Withdrawing from a class may change the amount of financial aid awarded for the quarter and may result in a balance owed by the student. The student is responsible for tuition and fees associated with the class.

Withdrawals can also impact a student's Satisfactory Academic Progress (SAP), which may affect financial aid eligibility. The student should always check with a financial aid representative to understand the financial impact before withdrawing from a course. For more information, refer to the following sections: "[Satisfactory Academic Progress](#)" and "[Financial Impacts for Dropping, Withdrawing, or Being Expelled from a Course](#)."

Unless already assigned an "IU" for excessive absenteeism (or non-participation in online courses), students may withdraw from a course during the regular term with a "W" prior to the last seven calendar days of the term. Students must provide official notification by emailing their professor (and the appropriate campus staff designated in the course syllabus, if applicable) from their official GMC email account requesting withdrawal from the course. It is the student's responsibility to ensure that the Campus Registrar Services office has processed the request to withdraw. The faculty member must also submit with the withdrawal form, either the Moodle attendance roster (for on-ground courses), the last graded activity record (for online courses), or both of these documents (for hybrid courses) to document the last date of attendance (LDA). The Campus Registrar Services office will ensure the last date of attendance (LDA) is recorded by the faculty member for any student withdrawing from a course.

## Disenrollments

### Non-Academic Disenrollment

A student may be administratively disenrolled from the college for severe medical or military circumstances as determined by the Executive Director. The student must provide documentation that the circumstances prevented the student from continuing to attend his/her classes that term and receiving an incomplete to finish the coursework was not possible. The disenrollment must be submitted to the administrator no later than twelve months from the date of the incident. The last date of attendance (LDA), with verifying documentation as outlined above, must be submitted for any student who is disenrolled.

### Involuntary Disenrollment

A student may be administratively disenrolled from the college during a term when, in judgment of the Executive Director after consulting the Director of Student Health Services, Director of Student Services, parents or other officials, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which:

- A. Poses a significant danger or threat of physical harm to the student or to the person or property of others;  
or
- B. Causes the student to interfere with the rights of other members of the college community or with the exercise of any proper activities or functions of the college or its personnel;  
or
- C. Causes the student to be unable to meet institutional requirements for admission or continued enrollment, as defined in the Student Code of Conduct and other publications of the college. Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to a final decision concerning his/her continued enrollment at the college.

The last date of attendance (LDA), with verifying documentation as outlined above, must be submitted for any student who is disenrolled.

\*The Last Day to Withdraw without Academic Penalty is located on the Four Term and Five Term Calendars in this catalog.

## Financial Impacts for Dropping, Withdrawing, or Being Expelled from a Course

### Refund Policy for Dropping a Course

***The Georgia Military College refund policy and procedure for students who drop a course is as follows:***

1. Eligible refunds are determined based on the date of Drop and will be processed after the established drop/add period has ended.
2. A 100% refund of tuition and fees usually will be made if the student drops prior to the published end of the drop/add period. Some campuses may charge an administrative fee.
3. All refunds will be paid by check and in a timely manner. There will be no refund of tuition and course fees if the student chooses to withdraw after the drop/add period.

### Impact of Drop/Add, Withdrawal or Expulsion on Students' Eligibility for State Funds

In order to receive state financial aid funds, a student must be in attendance as a full-time student through the day after the end of the drop/add period for each term. If a student officially or unofficially withdraws, drops, or is expelled before the day after the end of the drop/add period, the student is not eligible to receive Georgia Tuition Equalization Grant (GTEG). HOPE Scholarship may be reduced or canceled. If these funds have been posted to the student's account, the aid will be reversed and the student may owe GMC.

## Refund Policy for Students Receiving Title IV Funds

If a student is receiving Title IV funds and withdraws officially or unofficially (by not attending classes) before completing 60% of a term, Georgia Military College must determine if funds must be returned to one or more Title IV aid programs. This does not apply to Federal Work Study (FWS).

The process for this calculation is as follows:

The institution must:

1. Determine the date of withdrawal and relate that date to a percentage of the term.
2. Apply that percentage to the total Title IV aid that the student was eligible to receive to determine the amount “earned” by the student.
3. Compare the amount “earned” by the student to the amount disbursed. If the amount “earned” is greater than the amount disbursed, then the student may be eligible for a “late disbursement” of funds. If the student is eligible for a “late disbursement,” the institution must make a post-withdrawal disbursement.

If the amount “earned” is less than the amount disbursed, then Title IV aid must be returned to the applicable aid programs.

4. Determine the amount of aid that must be returned to the Title IV programs by GMC and the amount that must be returned by the student. The percentage of Title IV aid the student must return is dependent upon the program from which the funds are received.
5. Distribute the unearned Title IV aid back to the Title IV programs. Funds must be allocated in the following order:
  - a. Unsubsidized Federal Direct Stafford loans
  - b. Subsidized Federal Direct Stafford loans
  - c. Federal Direct PLUS Program
  - d. Federal Pell Grants
  - e. Federal SEOG Program
  - f. Other Title IV grant or loan assistance

Note: Examples of Return of Title IV calculations are available in the Financial Aid Office. Students may contact the Financial Aid Office with any questions regarding the return of student aid.

## Student Academic Dishonesty Policy

Georgia Military College acknowledges the need to preserve an orderly process with regard to teaching, learning, research, and public service, as well as the need to preserve and monitor students’ academic rights and responsibilities. Since the primary goal of education is to increase one’s own knowledge, academic dishonesty will not be tolerated at Georgia Military College.

Possible consequences of academic dishonesty may range from a revision of the assignment, an oral reprimand, a written reprimand, to an “F” or a zero for the graded work. Repeated honor violations could result in an XF grade; for more information, please refer to the [GMC Student Handbook](#).

Students who are accused of academic dishonesty may appeal through the student academic dishonesty procedures in effect at Georgia Military College. The procedures for appealing sanctions for academic dishonesty are outlined in the [GMC Student Handbook](#).



# Academic Appeals Process

## Academic Petitions Policy and Process Policy Statement

Any student or former student of Georgia Military College has the right of timely petition. Petitions are available from the advisor, Academic Dean's office (or Registrar Assistant) and are to be used by the student, in consultation with the advisor, to remedy undue hardships and specific inequities that may adversely affect the student's ability to fulfill the academic requirements of the college. Petitions must be used to secure approval of special agreements between faculty and students on academic matters and to provide for emergency situations caused by unforeseen complications in fulfilling academic requirements.

### Definition of an Appeal

An academic grievance or appeal is an allegation by a student of substantial and/or unjustified deviation, to the student's detriment, from policies, procedures and/or requirements regarding grading policies, special agreements, instructor's requirements, and academic requirements of the college. Students shall have the right to file academic grievances or appeals according to the procedures approved by the college set forth in the GMC [Student Handbook](#) and the Academic Grade Appeal Process discussed below.

## Academic Grade Appeal Process

GMC students have the right to appeal any grade they feel was unfairly or unjustifiably assigned. All such appeals must be made in compliance with the following procedures:

1. The student must meet with the faculty member involved and if the grade is the final grade for the course, then the student must meet with the faculty member within 30 calendar days of the posting of the grade. If the student and the faculty member resolve the conflict and a grade change is warranted if it is a final grade, then the faculty member will submit a grade change request to the Academic Dean for action.
2. If the student and the faculty member cannot resolve the grade dispute, the student must submit a written request to an additional reviewer (Department Chair, Academic Dean, or Grade Review Committee) within five business days of meeting with the faculty member. If the faculty member involved in the grade change appeal is also the Academic Dean, the student should proceed to step three (3) of the appeals process.
  - a. The reviewer will respond in writing to the student concerning the student's grade change request within 10 business days of receipt.
  - b. If the reviewer agrees with the student's appeal, the reviewer will notify the faculty member and request that the student's grade be changed.
  - c. If the faculty member agrees with the reviewer's assessment, he/she will submit a grade change request to the Academic Dean for action.
  - d. If the faculty member does not agree with the reviewer's assessment, he/she will provide a written statement to the reviewer to be included in the response to the student. The student may continue the appeals process.
3. If the student is unable to resolve the grade dispute at the reviewer level, he/she may ask for a review by the Senior Vice President, Chief Academic Officer, and Dean of Faculty. A written appeal and all supporting documents must be submitted through the Academic Dean within five business days of receipt of the reviewer's response. The Chief Academic Officer will review the materials and make further inquiry as essential and will respond to the student within ten days of receipt of the letter of inquiry.
4. The decision of the Chief Academic Officer is final, and no further appeal will be accepted by the college.

## Academic Warning, Probation and Suspension

A GMC student will automatically be placed on academic warning for the succeeding quarter when the quarterly GPA for any term is less than 1.50 or when the cumulative grade point average (CGPA) at the end of any quarter falls below the Standards of Satisfactory Status as referenced below.

If the term GPA after the warning period is below 2.00 or the cumulative GPA is still below the required Standards of Satisfactory Status, then the student will be placed on probation for the succeeding quarter. Probation will be removed if the quarterly GPA after the probation period is at least a 2.00 and raises the cumulative GPA to, or above, the minimum acceptable GPA. Probation will continue as long as the student makes a quarterly GPA of at least 2.00, but the cumulative GPA remains below the required level. If the student does not earn a sufficient quarterly or cumulative GPA for continued probation, then the student will be suspended from attending GMC for the following term. The summer term may not be used as the suspension term. Students suspended at the end of the spring term must sit out for the summer and fall 1 terms. At the Milledgeville campus, students suspended at the end of the spring term must sit out the summer and fall terms. Students placed on Academic Suspension three times will be suspended from attending GMC for one calendar year. A student placed on Academic Suspension will have financial aid terminated. See the section [Satisfactory Academic Progress](#) for details on financial aid eligibility.

### Standards of Satisfactory Status

The following standards will be used:

Number of Hours Attempted	Minimum Acceptable Cumulative GPA
0 - 18	1.50
19 - 37	1.70
38 - 56	1.90
57 or more	2.00

### Determination of Initial Academic Standing for Transfer Students

Determination of initial academic standing of students transferring to GMC from another institution begins with the term GPA for the last term of student enrollment as determined from official college transcripts. If the GPA for the last term of enrollment is **2.0 or above**, the student is brought in on good standing. If the term GPA for the last term is **1.49 or less**, the student is on academic warning and the second most recent term is reviewed. If the term GPA of the second most recent term is 2.0 or above, the student is brought in on academic warning and no further review is done. If the term GPA for the second most recent term is below 2.0, this moves the student to an academic probation standing and the third most recent term is then evaluated. If the term GPA of the third most recent term is 2.0 or above, the student is brought in on academic probation and no further review is done. If the term GPA for the third most recent term is below 2.0, the student is brought in on academic suspension.

If the GPA for the last term of enrollment is **between 1.50 and 1.99**, the second most recent term is reviewed. If the term GPA for the second most recent term is 2.0 or higher, the student is brought in on good standing and no further review is done. If the term GPA for the second most recent term is below 2.0, the student is on academic probation (since the most recent academic term would count as academic warning) and the third most recent term is then evaluated. If the term GPA of the third most recent term is 2.0 or above, the student is brought in on academic probation and no further review is done. If the term GPA for the third most recent term is below 2.0, the student is brought in on academic suspension.

Once initial academic standing for students transferring to GMC is determined by this process, academic standings for future terms of GMC enrollment are determined as described above for all GMC students. Academic standing cannot be petitioned.

## Reinstatement

A student suspended for one quarter will be eligible to apply for readmission and may be admitted if there is sufficient indication that further progress toward graduation is probable. See the section [Admission of Students on Suspension](#).

## Graduation

### Residency Requirement in Relation to Academics

All students must successfully complete 25 percent of the quarter hours required for the degree conferred through instruction offered at Georgia Military College in order to satisfy residency requirements. In addition, students must maintain at least a 2.00 cumulative GPA for courses taken with GMC. The residency requirements pertain to both military and non-military students.

### Degree Completion

Students normally graduate based upon the policies of the catalog under which they entered the college. A one-year break in student enrollment requires that a student reapply to the college. At that time, the student will come under the policies of the catalog in effect at the time of readmission.

All candidates for a degree must file a formal application before mid-term of the quarter prior to the quarter in which they expect to graduate. The Academic Records Office will conduct an audit and inform the student in writing of any remaining academic requirements prior to registration for the final quarter.

All students are required to obtain final degree application approval from the Business Office. Cadets must obtain approval from the Commandant of Cadets.

Students may receive a maximum of two degrees at the associate degree level. Courses required to meet the concentration requirements in one degree will not be counted twice for meeting another degree's requirements. Core Requirement Area courses may be used in both degrees. Each candidate for degree must complete all courses required for the chosen degree and must have a Cumulative Grade Point Average (CGPA) of 2.00 or better for all work attempted. It is the responsibility of the student to ensure completion of the college's degree requirements and of the college's competency requirements.

Georgia Military College students that stop attending or transfer prior to submitting their application for degree, but have completed all degree requirements, may submit an Application for Degree to have their degree processed. Students requesting their degree within one calendar year of non-attendance will have their degree posted under the catalog they attended and the degree date will be the end of the of the current term when the request is submitted. Students requesting their degree after one calendar year of non-attendance will be required to meet all current catalog requirements. The degree date for students with one calendar year of non-attendance will be the end date of the current term when request is submitted or when any additional requirements due to the catalog change are satisfied. Students with outstanding fees due to Georgia Military College will not have their degrees processed.

### Reverse Transfer

Georgia Military College students that transfer to another institution prior to completing all degree requirements may apply for their degree and request transfer credit to be applied to complete all academic requirements. Students must still meet all residency requirements. Students requesting their degree within one calendar year of non-attendance will have their degree posted under the catalog they attended and the degree date will be the end of the of the current term when the request is submitted. Students requesting their degree after one calendar year of non-attendance will be required to meet all current catalog requirements. The degree date for students with one calendar year of non-attendance will be the end date of the current term when request is submitted or when any additional requirements due to the catalog change are satisfied. Students with outstanding fees due to Georgia Military College will not have their degrees processed.

## Graduation Ceremonies

Graduation dates will vary each academic year at each GMC location. Students are encouraged to participate in the graduation exercises at their campus or at the Milledgeville campus.

## Transcripts

### Release of Official College Transcripts

Students requiring copies of official transcripts must be in good standing and in a conditional/unconditional admission status before requesting the release of any official transcripts or grades. Good standing means that students do not have deficiencies in the Business office, the Dean of Students' office, Commandant's office, or in the Academic Affairs' office and are not in default on a federal loan received for study at Georgia Military College. Cadets in military science programs, who have disciplinary requirements that have not been met, will not receive official transcripts; thus, each cadet must make arrangements with the Commandant of Cadets to remove all disciplinary requirements prior to the end of the academic term in order to receive an official transcript.

Students may request their transcripts by using the Student Portal (for current students), going to [www.parchment.com](http://www.parchment.com), or by submitting a signed written request to the appropriate office at their campus. Official transcripts may only be picked up at the Office of Academic Records located in Milledgeville.

The transcript of a student's academic activity with Georgia Military College is the official property of the institution. The rules and regulations of the college govern the construction, amendment, or modification of any official transcript. Only the specifically authorized personnel of the institution may construct, amend, and modify a student transcript.

A student is never authorized to construct, amend, or modify a student transcript. Any student, proven to have engaged in such activity, or any student proven to have made use of such altered transcript for academic or financial benefit, will be subject to legal and administrative sanctions including but not limited to: criminal prosecution and or civil suit under appropriate laws of the state of Georgia, permanent suspension from the institution (which will be recorded on the official transcript), and the administrative cancellation of academic credit for academic work based upon such altered transcript.

## Academic Honors

### President's List

The President's List is published to honor students who attain the highest possible academic standing. To qualify for the President's List at the completion of each quarter, a student must be attending GMC on a full-time basis, have achieved a grade point average of 3.70 in the academic subjects taken in the quarter just ended, and must not have received a grade below "C" in any subject for the quarter. Learning Support Services course grades will not count toward GPA calculations for the President's List.

Students enrolled in Learning Support Services courses must take 12 additional hours of college-level coursework in order to be eligible for the President's List.

### Dean's List

The Dean's List is published to honor students who attain high scholastic standing. To qualify for the Dean's List at the completion of each quarter, a student must be attending on a full-time basis, must have achieved a grade point average of 3.20 or higher in the subjects of the quarter just ended, and must not have received a grade below "C" in any subject for the quarter. Learning Support Services course grades will not count toward GPA calculations for the Dean's List. Students enrolled in Learning Support Services courses must take 12 additional hours of college-level coursework in order to be eligible for the Dean's List.

## Graduation with Academic Honors

Students with scholastic honors will be recognized at graduation as follows:

Scholastic Honor	GPA
Cum Laude	3.50-3.64
Magna Cum Laude	3.65-3.79
Summa Cum Laude	3.80-4.00

Those so honored will have no grade lower than a “C” and will have met GMC residency requirements.

NOTE: Academic honors as indicated in the graduation program are based on academic standing at the time of the ceremony and may be different from the academic standing on the final transcript, as this is based on the final GPA after all degree requirements have been met.





# PROGRAMS OF STUDY

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## Associate Degree Programs Leading to a Four-Year Degree

Georgia Military College offers the Associate of Arts and the Associate of Science degrees. These degrees, upon graduation, transfer to a four-year college. GMC also offers the Associate of Applied Science degree.

The Associate of Arts (AA) and Associate of Science (AS) degrees provide the foundation, after graduation, for transfer to a four-year college or university. Each degree includes the core curriculum that mirrors the core requirements of most senior level colleges as well as elective courses in selected areas of study (the concentration) that are foundation courses in the specific fields of study. Completion of an AA or AS degree provides the most effective transfer of college course work to a senior college or university.

The Associate of Applied Science (AAS) degree provides the educational background necessary for a chosen career field or profession and for transfer into career oriented bachelor's degree programs. While some colleges offer the Bachelor of Applied Science degree, many do not. Therefore, students completing the AAS degree who have decided to pursue a higher degree need to ensure their selected follow-on college offers the Bachelor of Applied Science or similar degree in the concentration/major prior to enrolling. Please note that many colleges who do not offer the AAS degree may accept core curriculum and concentration/major course work on a course-by-course evaluation for transfer.

## Bachelor of Applied Science (BAS) Degree Programs

Georgia Military College offers the Bachelor of Applied Science degrees in Business Management, Supply Chain Management and Logistics, and Supervision & Management.

The Bachelor of Applied Science in Business Management degree program is designed to prepare students for leadership roles and management positions within a variety of businesses and industries. Students accepted to this program will have the opportunity to continue their education and prepare for advancement opportunities within their business field of study. The curriculum includes courses that will provide a solid understanding of organizational leadership and management practices designed to aid and develop the potential of our graduates to be successful leaders in their business environment. Students enrolling in this degree program must have a business/management related AAS degree or have the requisite technical/occupational coursework in a business or management field.

The Bachelor of Applied Science in Supervision and Management degree program is designed to prepare students for supervisory and management roles and positions within a variety of businesses and industries. Students accepted to this program will have the opportunity to continue their education and prepare for advancement opportunities within their field of study. The curriculum includes courses that will provide a solid understanding of supervision and management practices that will aid and develop the potential of our graduates to be successful in their business environment. This program is for students with a non- business/management AAS degree or those that have the requisite technical/occupational coursework in a non-business or related field.

The Bachelor of Applied Science in Supply Chain Management and Logistics degree program is designed to prepare students for careers in supply chain management, logistics, and related fields. Students accepted to this program will have the opportunity to continue their education and prepare for advancement opportunities within their business field of study. The curriculum includes courses that will provide a solid understanding of supply chain management and logistics for today's global business and industry environment. The program is designed to aid and develop the potential of our graduates to be successful in the field of supply chain management and logistics. Students enrolling in this degree program must have a business, CIS, supply chain, or logistics related AAS degree or have the requisite technical/occupational coursework in one of those fields.



Each degree concentration has varied requirements that are outlined on the pages following the Core Curriculum Requirements. In all cases, ROTC contract cadets must meet additional requirements in the military science area (MSD).

**Please note:** All degree programs are not available at every campus. Each degree program has been marked as to availability at the time this catalog was published, but availability can change. A student should ask his/her academic advisor about whether a specific degree program is offered on his/her particular GMC campus, since the degree program could have been added or discontinued at that campus.

Also, a student admitted to the College is granted the right to complete programs as stated in the college catalog at the time of initial matriculation to the program if the student is continuously enrolled.

The College reserves the right to make changes in course requirements as long as the total number of credits required for completion of the program does not change. A student who must reapply for admission enters the College under the catalog in effect at the time of readmission. Administrative policy changes that do not affect the student's completion of degree are applicable to all students regardless of the catalog under which the student was admitted.

## Majors Leading to Pre-Professional Studies

First and second-year Pre-Professional studies may be accomplished at GMC to prepare students for transfer to four-year colleges to complete undergraduate work necessary for future admission to Law, Medical, Dentistry, Physician Assistant, Allied Health, or Veterinary professional schools. Students interested in Pre-Professional studies should consult closely with a GMC academic advisor.

Admission to professional schools is generally very competitive. To increase the likelihood of admission students should:

- Select a challenging major for which there is a strong personal interest that will contribute to a high level of academic performance (professional schools do not require a specific major for admission but do place great value on a high GPA);
- Take a full load each term (15 to 17 credit hours) and avoid withdrawing from classes;
- Choose elective courses that have demanding requirements in reading and writing as well as analytical and logical thinking;
- Be acutely aware of the requirements for the professional school admission; and
- Participate in extracurricular activities (student government, appropriate job shadowing, community service, etc.).

## Core Curriculum

### Competency Requirements

The Associate of Arts (AA), the Associate of Science (AS), and the Associate of Applied Science (AAS) core curriculums are comprised of six areas: A1) Communication Skills, A2) Quantitative Skills, B) Institutional Options, C) Humanities, Fine Arts, and Ethics, D) Natural Sciences, Mathematics, and Technology and E) Social Sciences.

As a degree requirement, Georgia Military College students must take and pass designated courses. These courses serve as the cornerstone to a liberal arts core curriculum and emphasize competencies in written communication, quantitative skills, critical thinking, and problem solving.

### Written Communication Competency

In area A1, students must successfully complete ENG 101 and ENG 102 with a grade of "C" or better or transfer a grade of "C" or better in ENG 101 and 102 from a regionally accredited institution.

### **Quantitative Competency**

Quantitative competency is demonstrated by successful completion of a Quantitative Skills mathematics course with a grade of "C" or better. Equivalent courses accepted in transfer satisfy this competency requirement.

### **Critical Thinking Competency**

In area B, students must pass PER 201, Critical Thinking and Character Development. In Area C, students seeking an AA or an AS degree must successfully complete a literature course or transfer an equivalent course with a grade of "C" or better from a regionally accredited institution.

### **Global Literacy Competency**

Students must pass either ENG 201 or 202 (World Literature I or II) in area C, or they must successfully complete HIS 111 or 113 (World Civilization I or II) in the AA or AS degree program.

### **Problem Solving Competency**

Students must pass at least one lab science course in area D. An additional mathematics, technology, or science elective is also required in Area D. AA and AS degree programs require successful completion of a second laboratory science.

### **Additional Requirement – United States Georgia History/Constitution Requirements**

All students must satisfy mandated requirements that the student demonstrates knowledge of the history of the United States and the State of Georgia as well as their constitutions in area E. Successful completion of HIS 121 or HIS 122 at GMC satisfies the U.S. History requirement, and successful completion of PLS 101 satisfies the constitution requirements.

Students who transfer to Georgia Military College and have not met Georgia's history/constitution requirements must (1) successfully complete HIS 121 or HIS 122 and PLS 101 at GMC or (2) arrange to take specialized subject-matter tests through the Testing Coordinator at their campus.

## Core Curriculum for the Associate of Arts Degree

The core curriculum of the AA degree at GMC includes those courses that the faculty members of the college have identified as central to the development of the proficiencies of a Georgia Military College student. The core courses are also those in common with the core requirements of most senior colleges and universities throughout the United States. This curriculum facilitates transfer, after graduation from GMC, to a four-year program at senior colleges. Courses are in quarter hours (qh).

<b>COMMUNICATION SKILLS (AREA A1)</b>	
ENG 101	5qh
ENG 102	5qh
<b>QUANTITATIVE SKILLS (AREA A2)</b>	
One course from: MAT 103 <sup>1</sup> , MAT 109/109S, MAT 110, MAT 112 <sup>12</sup> , or MAT 201	5/6qh
<b>INSTITUTIONAL OPTIONS (AREA B)</b>	
PER 101 <sup>2</sup>	3qh
PER 201 <sup>3</sup>	3qh
One course from: Any PED, MPE, WEL 154, HPE 202 <sup>4</sup> , HPE 204/205 <sup>5</sup> , BIO 103 <sup>6</sup> , CIS 105A, CIS 106, or CIS 107	2/3qh
<b>HUMANITIES, FINE ARTS, AND ETHICS (AREA C)</b>	
One course from: ENG 201, ENG 202, ENG 221, ENG 222, ENG 231, ENG 232 <sup>7</sup>	5qh
Two Sequenced, Foreign Language <sup>8</sup> Courses from: FRE 101 and FRE 102 <b>OR</b> GER 101 and GER 102 <b>OR</b> SPA 101 and SPA 102	10qh
<b>NATURAL SCIENCES, MATHEMATICS, and TECHNOLOGY (AREA D)</b>	
Two laboratory science <sup>9</sup> courses from: BIO, CHE, PHY, or PSC	12qh
One course from: BIO, CHE, CIS (110, 120, or 210 or higher), MAT (110 or higher, except MAT 208), NTR, PHY, or PSC <sup>10</sup>	5/6qh
<b>SOCIAL SCIENCES (AREA E)</b>	
One course from: HIS 121 or HIS 122	5qh
PLS 101	5qh
One course from: ANT, ECO <sup>13</sup> , GEO, HIS, PLS, PSY, or SOC <sup>11</sup>	5qh
<b>Total Hours</b>	<b>70/73qh</b>

<sup>1</sup> Mathematics and Middle Grades Education majors may not use MAT 103 for Area A2. MAT 109, MAT 112 or MAT 201 is recommended.

<sup>2</sup> This course is required for all degree-seeking students, except those who upon admission have successfully completed or transferred in 24-quarter hours or more and are in good academic standing according to GMC standards of academic progress. If PER 101 is not required, the student must meet all other degree requirements to include a minimum of 90-quarter hours, but are not required to take additional credits to replace PER 101 in their degree plan. Students who have credit for GMC 100a or GMC 101 may not receive credit for PER 101.

<sup>3</sup>PER 201 Prerequisites: PLS 101, ENG 102, and PER 101

<sup>4</sup>Recommended for Education majors

<sup>5</sup>For Students enrolled in Intercollegiate Athletics only

<sup>6</sup>Pre-Nursing majors who need a medical terminology course for their follow-on college should take BIO 103.

<sup>7</sup>If ENG 221/222/231/232 is taken, the student must take HIS 111 or HIS 113 for the Area E elective. Business majors and Logistics majors must take ENG 201 or ENG 202.

<sup>8</sup>GMC accepts foreign language credit for other languages completed at regionally accredited colleges or universities and foreign languages certified by the ACE Guide for armed forces personnel under a SOC DNS agreement or from CCAF.

<sup>9</sup>Pre-Nursing majors must complete the BIO 123 and 124, BIO 211 and 212, CHE 105 and 106, CHE 121 and 122, PHY 111 and 112, or PHY 211 and 212 lab science sequence.

<sup>10</sup>MAT 200 is required for Psychology majors. MAT 200 is recommended for Education, Business, and Logistics majors.

<sup>11</sup>Elective must be HIS 111 or HIS 113 if ENG 201 or ENG 202 not taken in Area C. ECO 201, ECO 202, PSY 200, or SOC 200 recommended for Education majors.

<sup>12</sup>MAT 112 or MAT 201 is required for Biology majors.

<sup>13</sup>Area E Elective must be ECO 201 or 202 for Business majors and Logistics majors if not taken in Area F.

## Core Curriculum for the Associate of Science Degree

The core curriculum of the AS degree at GMC includes those courses that the faculty members of the college have identified as central to the development of the proficiencies of a Georgia Military College student. The core courses are also those in common with the core requirements of most senior colleges and universities throughout the United States. This curriculum facilitates transfer, after graduation from GMC, to a four-year program at senior colleges.

COMMUNICATION SKILLS (AREA A1)	
ENG 101	5qh
ENG 102	5qh
QUANTITATIVE SKILLS (AREA A2)	
One course from: MAT 103 <sup>1</sup> , MAT 109/109S, MAT 110, MAT 112 <sup>11</sup> , or MAT 201 <sup>13</sup>	5/6qh
INSTITUTIONAL OPTIONS (AREA B)	
PER 101 <sup>2</sup>	3qh
PER 201 <sup>3</sup>	3qh
One course from: Any PED, MPE, WEL 154, HPE 202 <sup>4</sup> , HPE 204/205 <sup>5</sup> , BIO 103 <sup>6</sup> , CIS 105A, CIS 106, or CIS 107 <sup>14</sup>	2/3qh
HUMANITIES, FINE ARTS, AND ETHICS (AREA C)	
One course from: ENG 201, ENG 202, ENG 221, ENG 222, ENG 231, ENG 232 <sup>7</sup>	5qh
One course from: ART 194 or (ART 191, 192, and 193); COM; ENG; FRE; GER; MUS 194 or (MUS 191, 192, and 193); PHI, REL, SPA, or THE 194	5/6qh
NATURAL SCIENCES, MATHEMATICS, and TECHNOLOGY (AREA D)	
Two laboratory science <sup>8</sup> courses from: BIO, CHE, PHY, or PSC	12qh
One course from: BIO, CHE, CIS (110, 120, or 210 or higher), MAT (110 or higher, except MAT 208), NTR, PHY, or PSC <sup>9</sup>	5/6qh
SOCIAL SCIENCES (AREA E)	
One course from: HIS 121 or HIS 122	5qh
PLS 101	5qh
One course from: ANT, ECO <sup>12</sup> , GEO, HIS, PLS, PSY, or SOC <sup>10</sup>	5qh
Total Hours	65/69qh

<sup>1</sup> Mathematics and Middle Grades Education majors may not use MAT 103 for Area A2. MAT 109, MAT 112 or MAT 201 is recommended.

<sup>2</sup> This course is required for all degree-seeking students, except those who upon admission have successfully completed or transferred in 24-quarter hours or more and are in good academic standing according to GMC standards of academic progress. If PER 101 is not required, the student must meet all other degree requirements to include a minimum of 90-quarter hours, but are not required to take additional credits to replace PER 101 in their degree plan. Students who have credit for GMC 100a or GMC 101 may not receive credit for PER 101.

<sup>3</sup>PER 201 Prerequisites: PLS 101, ENG 102, and PER 101

<sup>4</sup>Recommended for Education majors

<sup>5</sup>For Students enrolled in Intercollegiate Athletics only

<sup>6</sup>Pre-Nursing majors who need a medical terminology course for their follow-on college should take BIO 103.

<sup>7</sup>If ENG 221/222/231/232 is taken, the student must take HIS 111 or HIS 113 for the Area E elective. Business majors and Logistics majors must take ENG 201 or ENG 202.

<sup>8</sup>Pre-Nursing majors must complete the BIO 123 and 124, BIO 211 and 212, CHE 105 and 106, CHE 121 and 122, PHY 111 and 112, or PHY 211 and 212 lab science sequence.

<sup>9</sup>MAT 200 is required for Psychology majors. MAT 200 is recommended for Education, Business, and Logistics majors. MAT 200, 202 or 225 is required for Cyber Security majors.

<sup>10</sup>Elective must be HIS 111 or HIS 113 if ENG 201 or ENG 202 not taken in Area C. ECO 201, ECO 202, PSY 200, or SOC 200 recommended for Education majors.

<sup>11</sup>MAT 112 or MAT 201 is required for Biology majors.

<sup>12</sup>Area E Elective must be ECO 201 or 202 for Business majors and Logistics majors if not taken in Area F.

<sup>13</sup>MAT 201 is required for Cyber Security majors.

<sup>14</sup>CIS 107 is required for Cyber Security majors.



## Core Curriculum for the Associate of Applied Science Degree

The Associate of Applied Science (AAS) degree provides the educational background necessary for a chosen career field or profession and for transfer into career oriented Bachelor's degree programs. While some four-year colleges offer the bachelor of applied science degree, many do not. Therefore, students completing the AAS degree who have decided to pursue a higher degree need to ensure their selected four-year college offers the Bachelor of Applied Science or similar degree in their concentration degree prior to enrolling.

Please note that many colleges who do not offer the AAS degree may accept core curriculum course work on a course-by-course evaluation for transfer.

COMMUNICATION SKILLS (AREA A1)	
ENG 101	5qh
ENG 102	5qh
QUANTITATIVE SKILLS (AREA A2)	
One course from: MAT 103, MAT 109/109S, MAT 110, MAT 112, or MAT 201	5/6 qh
INSTITUTIONAL OPTIONS (AREA B)	
PER 101 <sup>1</sup>	3qh
PER 201 <sup>2</sup>	3qh
HUMANITIES, FINE ARTS, AND ETHICS (AREA C)	
One course from: ENG 201 or ENG202	5qh
NATURAL SCIENCES, MATHEMATICS, and TECHNOLOGY (AREA D)	
One course from: BIO, CHE, CIS (110 <sup>3</sup> , or 120, or 210 or higher), MAT (202 or higher, except 208), NTR, PHY, or PSC	5/6qh
SOCIAL SCIENCES (AREA E)	
One course from: HIS 121 or HIS 122	5qh
PLS 101	5qh
Total Hours	41/43qh

<sup>1</sup> This course is required for all degree-seeking students, except those who upon admission have successfully completed or transferred in 24-quarter hours or more and are in good academic standing according to GMC standards of academic progress. If PER 101 is not required, the student must meet all other degree requirements to include a minimum of 90-quarter hours, but are not required to take additional credits to replace PER 101 in their degree plan. Students who have credit for GMC 100a or GMC 101 may not receive credit for PER 101.

<sup>2</sup>PER 201 Prerequisites: PLS 101, ENG 102, and PER 101

<sup>3</sup> Management Information Systems majors should take CIS 110 to satisfy the prerequisite for either CIS 204 or CIS 205 that are required courses in the degree concentration.

# Associate Degree Program Concentrations

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## Art (Studio), Associate of Arts (AA)

This degree program is offered at the Columbus, Fairburn, and Warner Robins campuses.

Art (AA) Concentration	
ART 195	5
ART 196	5
ART 197	5
Electives**	10
**Choose two additional courses from the following: ART 198, ART 199, ART 200 or ART 205	
<b>Total Concentration</b>	<b>25</b>
<b>Total AA Core Requirements</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Biology, Associate of Arts (AA)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, Valdosta, and Warner Robins campuses.

It is recommended that students complete CHE 121 and 122 as their core lab science and complete MAT 200 as their core math/science elective.

Biology (AA) Concentration	
BIO 211	6
BIO 212	6
Three courses from: Any 200 level BIO/CHE lab science and/or PHY 111/112	18
<b>Total Quarter Hours for Concentration</b>	<b>30</b>
<b>Total Quarter Hours for AA Core Requirements</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>100/103</b>

## Biology, Associate of Science (AS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, Valdosta, and Warner Robins campuses.

It is recommended that students complete CHE 121 and 122 as their core lab science and complete MAT 200 as their core math/science elective.

Biology (AS) Concentration	
BIO 211	6
BIO 212	6
Three courses from: Any 200 level BIO/CHE lab science and/or PHY 111/112	18
<b>Total Quarter Hours for Concentration</b>	<b>30</b>
<b>Total Quarter Hours for AS Core Requirements</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>95/99</b>

## Business Administration, Associate of Arts (AA)

This degree program is offered at all campuses.

**Area C -Humanities: Students must take ENG 201 or ENG 202 to satisfy the global competency requirement.**

**Area E- Social Sciences Elective: Students must take ECO 201 or ECO 202**

Business Administration (AA) Concentration	
ACC 201	5
ACC 202	5
ECO 201 or ECO 202 (if not taken in Area E)	5
CIS 110	5
Choose one: BUS 204 or BUS 206A	5
<b>Total Quarter Hours for Concentration</b>	<b>25</b>
<b>Total Quarter Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Business Administration, Associate of Science (AS)

This degree program is offered at all campuses.

**Area C -Humanities: Students must take ENG 201 or ENG 202 to satisfy the global competency requirement.**

**Area E- Social Sciences Elective: Students must take ECO 201 or ECO 202**

Business Administration (AS) Concentration	
ACC 201	5
ACC 202	5
ECO 201 or ECO 202 (if not taken in Area E)	5
CIS 110	5
Choose one: BUS 204 or BUS 206A	5
<b>Total Quarter Hours for Concentration</b>	<b>25</b>
<b>Total Quarter Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Communication, Associate of Arts (AA)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, Valdosta, and Warner Robins campuses.

Communication (AA) Concentration	
COM 201	5
COM 220	5
COM 230	5
<b>Choose two additional courses from:</b> COM 210/240, ART 194 (ART 191, 192, and 193), BUS 204, ENG 210, MUS 194 (MUS 191, 192, and 193), PHI 200, PSY 200/203/205, SOC 200/205/207, THE 194	10/12
<b>Total Quarter Hours for Concentration</b>	<b>25/27</b>
<b>Total Quarter Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/100</b>

## Communication, Associate of Science (AS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, Valdosta, and Warner Robins campuses.

Communication (AS) Concentration	
COM 201	5
COM 220	5
COM 230	5
<b>Choose two additional courses from:</b> COM 210/240, ART 194 (ART 191, 192, and 193), BUS 204, ENG 210, MUS 194 (MUS 191, 192, and 193), PHI 200, PSY 200/203/205, SOC 200/205/207, THE 194	10/12
<b>Total Quarter Hours for Concentration</b>	<b>25/27</b>
<b>Total Quarter Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/96</b>

## Computer Science, Associate of Science (AS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Global Online, Milledgeville, and Warner Robins campuses.

Computer Science (AS) Concentration	
CIS 120	5
CIS 210	5
CIS 211	5
CIS 214	5
MAT 225	5
<b>Total Quarter Hours for Concentration</b>	<b>25</b>
<b>Total Quarter Hours for AS Core Requirements</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>



## Criminal Justice, Associate of Arts (AA)

This degree program is offered at all campuses.

Criminal Justice (AA) Concentration	
CRJ 100	5
CRJ 208	5
Criminal Justice Electives*	15
*Any CRJ, PSY, or SOC courses not taken or ANT 201, HSE 101, HSE 299, PLS 205	
<b>Total Quarter Hours for Concentration</b>	<b>25</b>
<b>Total Quarter Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Criminal Justice, Associate of Science (AS)

This degree program is offered at all campuses.

Criminal Justice (AS) Concentration	
CRJ 100	5
CRJ 208	5
Criminal Justice Electives*	15
*Choose any CRJ, PSY or SOC courses not taken OR ANT 201, HSE 101, HSE 299, PLS 205	
<b>Total Quarter Hours for Concentration</b>	<b>25</b>
<b>Total Quarter Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Criminal Justice, Associate of Applied Science (AAS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, Sandersville, and Warner Robins campuses.

Criminal Justice (AAS) Concentration	
CRJ 100	5
CRJ 103	5
CRJ 104	5
CRJ 200	5
CRJ 204	5
CRJ 208	5
Choose 20 Quarter Hours from the following: any CRJ, SOC or PSY classes not taken, or ANT 201, COM 201, HSE 101, HSE 299, PLS 205	20
<b>Total Quarter Hours for Concentration</b>	<b>50</b>
<b>Total Quarter Hours for AAS Core</b>	<b>41/43</b>
<b>Total Quarter Hours</b>	<b>91/93</b>
Students with current P.O.S.T. certification may have applicable credit or may be eligible for course waivers in some areas. An evaluation of earned certifications should be completed prior to enrollment. (See section on transfer of credit.)	

## Cyber Security, Associate of Science (AS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, and Warner Robins campuses.

Students must take MAT 201, Calculus I, as their Area A2 Quantitative Skills course, and CIS 107, Introduction to PC Database Management, as their elective in Area B Institutional Options. Students must also take MAT 200, 202, or 225 (Discrete Mathematics) in Area D Natural Sciences, Mathematics, and Technology.

Cyber Security (AS) Concentration	
CIS 120	5
CIS 210	5
CIS 211	5
CIS 213	5
CIS 214	5
CIS 217	5
<b>Total Quarter Hours for Concentration</b>	<b>30</b>
<b>Total Quarter Hours for AS Core Requirements</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>95/99</b>

## Education Early Childhood, Associate of Arts (AA)

(Early Childhood Majors Pre-K to 5th Grade)

This degree program is offered at all campuses.

### **Recommended Core Electives:**

Institutional Options (Area B) -- HPE 202

Natural Science, Mathematics, and Technology (Area D) -- MAT 200

Social Sciences (Area E) -- ECO 201, ECO 202, PSY 200, or SOC 200

Education Early Childhood (AA) Concentration	
ISC 201	5
ISC 202	5
EDN 216	5
EDN 226	5
EDN 236	5
MAT 208	5
<b>Total Quarter Hours for Concentration</b>	<b>30</b>
<b>Total Quarter Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>100/103</b>

## Education Early Childhood, Associate of Science (AS)

(Early Childhood Majors-Pre-K to 5<sup>th</sup> Grade)

This degree program is offered at all campuses.

### **Recommended Core Electives:**

Institutional Options (Area B) -- HPE 202

Natural Science, Mathematics, and Technology (Area D) -- MAT 200

Social Sciences (Area E) -- ECO 201, ECO 202, PSY 200, or SOC 200

AS in Education Early Childhood Concentration	
ISC 201	5
ISC 202	5
EDN 216	5
EDN 226	5
EDN 236	5
MAT 208	5
<b>Total Quarter Hours for Concentration</b>	<b>30</b>
<b>Total Quarter Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>95/99</b>

## Education Middle Grades, Associate of Arts (AA)

(Middle Grade Majors 4th-8th Grade)

This degree program is offered at all campuses.

### Recommended Core Electives:

Institutional Options (Area B) -- HPE 202

Natural Science, Mathematics, and Technology (Area D) -- MAT 200

Social Sciences (Area E) -- ECO 201, ECO 202, PSY 200, or SOC 200

Education Middle Grades (AA) Concentration	
EDN 216	5
EDN 226	5
EDN 236	5
Electives*	15/18
*15 hours course work in two concentration areas of BIO, ENG, HIS, or MAT	
<b>Total Quarter Hours for Concentration</b>	<b>30/33</b>
<b>Total Quarter Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>100/106</b>

## Education Middle Grades, Associate of Science (AS)

(Middle Grade Majors 4th-8th Grade)

This degree program is offered at all campuses.

### Recommended Core Electives:

Institutional Options (Area B) -- HPE 202

Natural Science, Mathematics, and Technology (Area D) -- MAT 200

Social Sciences (Area E) -- ECO 201, ECO 202, PSY 200, or SOC 200

Education Middle Grades (AS) Concentration	
EDN 216	5
EDN 226	5
EDN 236	5
Electives*	15/18
*15 hours course work in two concentration areas of BIO, ENG, HIS, or MAT	
<b>Total Quarter Hours for Concentration</b>	<b>30/33</b>
<b>Total Quarter Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>95/102</b>

## English, Associate of Arts (AA)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Valdosta, and Warner Robins campuses.

<b>English (AA) Concentration</b>	
SPA 201/FRE 201/GER 201	5
Complete the literature survey course set started in the core curriculum (ENG 201 & 202, ENG 221 & 222, or ENG 231 & 232)	5
Complete 3 of the following courses not previously taken: ENG 210, ENG 201, ENG 202, ENG 221, ENG 222, ENG 231, ENG 232, SPA 202, FRE 202, or GER 202	15
<b>Total Quarter Hours for Concentration</b>	<b>25</b>
<b>Total Quarter Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>



## General Studies, Associate of Arts (AA)

This program is offered at all campuses.

General Studies (AA) Concentration	
Electives*	25
*May be chosen from any courses not taken in Core Requirements	
<b>Total Quarter Hours for Concentration</b>	<b>25</b>
<b>Total Quarter Hours for AA General Studies Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## General Studies, Associate of Science (AS)

This program is offered at all campuses.

General Studies (AS) Concentration	
Electives*	25
*May be chosen from any courses not taken in Core Requirements	
<b>Total Quarter Hours for Concentration</b>	<b>25</b>
<b>Total Quarter Hours for AS General Studies Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## General Studies, Associate of Applied Science (AAS)

This program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, and Valdosta campuses.

General Studies (AAS) Concentration	
Electives*	50
*May be chosen from any courses not taken in Core Requirements	
<b>Total Quarter Hours for Concentration</b>	<b>50</b>
<b>Total Quarter Hours for AAS General Studies Core</b>	<b>41/43</b>
<b>Total Quarter Hours</b>	<b>91/93</b>

## History, Associate of Arts (AA)

This degree program is offered at all campuses, except the Global Online Campus.

History (AA) Concentration	
HIS 290	5
History Courses*	10
Electives**	10
*May be chosen from any History courses not taken in Core Requirements	
**Choose two additional courses from the following: ANT/ECO/HIS/PLS/PSY/SOC	
<b>Total Concentration</b>	<b>25</b>
<b>Total AA Core Requirements</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Homeland Security and Emergency Management, Associate of Arts (AA)

This degree program is offered at all campuses.

<b>Homeland Security and Emergency Management (AA) Concentration</b>	
HSE 101	5
HSE 299	5
Electives*	15
*Choose three courses from: Any CRJ; COM 201; HIS 113; MGT 210/232A; PLS 200; SOC 200	
<b>Total Quarter Hours for Concentration</b>	<b>25</b>
<b>Total Quarter Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Homeland Security and Emergency Management, Associate of Science (AS)

This degree program is offered at all campuses.

<b>Homeland Security and Emergency Management (AS) Concentration</b>	
HSE 101	5
HSE 299	5
Electives*	15
*Choose three courses from: Any CRJ; COM 201; HIS 113; MGT 210/232A; PLS 200; SOC 200	
<b>Total Quarter Hours for Concentration</b>	<b>25</b>
<b>Total Quarter Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Information Systems and Analytics, Associate of Applied Science (AAS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Madison, Milledgeville, Global Online, and Sandersville campuses.

Information Systems and Analytics (AAS)	
CIS 120	5
CIS 210	5
CIS 211	5
CIS 212	5
CIS 204 <sup>1</sup>	5
CIS 205 <sup>2</sup>	5
CIS 220	5
CIS 230	5
BUS 204	5
MAT 200	5
<b>Total Hours for Concentration</b>	<b>50</b>
<b>Total Hours for AS Core</b>	<b>41/43</b>
<b>Total Quarter Hours</b>	<b>91/93</b>

<sup>1</sup> CIS 106 or CIS 110 is a prerequisite for CIS 204. CIS 110 should be taken in Area D of the general core curriculum requirements for the AAS degree.

<sup>2</sup> CIS 107 or CIS 110 is a prerequisite for CIS 205. CIS 110 should be taken in Area D of the general core curriculum requirements of the AAS degree.

## Information Technology, Associate of Science (AS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, and Warner Robins campuses.

Information Technology (AS) Concentration	
CIS 120	5
CIS 210	5
CIS 211	5
CIS 212	5
CIS 213	5
<b>Total Hours for Concentration</b>	<b>25</b>
<b>Total Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Kinesiology, Associate of Science (AS)

This degree program is offered at the Augusta, Milledgeville and Warner Robins campuses.

<b>Kinesiology (AS) Concentration</b>	
BIO 207	6
BIO 208	6
KIN 200	5
KIN 210	5
Electives*	10
*Choose two courses from: KIN 220/250/255	
<b>Total Hours for Concentration</b>	<b>32</b>
<b>Total Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>97/101</b>

## Logistics Management, Associate of Arts (AA)

This degree program is offered at all GMC campuses.

**Area C -Humanities:** Students must take ENG 201 or ENG 202 to satisfy the global competency requirement.

**Area E- Social Sciences Elective:** Students must take ECO 201 or ECO 202

Logistics Management AA Concentration	
Choose one group from the following three groups.	
ACC 201 and ACC 202	10
ECO 201 or ECO 202 (if not taken in Area E)	5
Choose one: BUS 204 or BUS 206A	5
CIS 110	5
<b>Total Hours for Concentration</b>	<b>25</b>
<b>Total Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Logistics Management, Associate of Science (AS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, Valdosta, and Warner Robins campuses.

**Area C -Humanities:** Students must take ENG 201 or ENG 202 to satisfy the global competency requirement.

**Area E- Social Sciences Elective:** Students must take ECO 201 or ECO 202

Logistics Management (AS) Concentration	
Choose one group from the following three groups.	
ACC 201 and ACC 202	10
ECO 201 or ECO 202 (if not taken in Area E)	5
Choose one: BUS 204 or BUS 206A	5
CIS 110	5
<b>Total Hours for Concentration</b>	<b>25</b>
<b>Total Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>



## Management Information Systems, Associate of Applied Science (AAS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, Valdosta, Sandersville, and Warner Robins campuses.

Management Information Systems (AAS) Concentration	
ACC 201	5
ACC 202	5
BUS 204	5
BUS 206A	5
ECO 201	5
ECO 202	5
CIS 120	5
CIS 204 <sup>1</sup> or CIS 205 <sup>2</sup>	5
CIS 220	5
CIS 230	5
<b>Total Quarter Hours for Concentration</b>	<b>50</b>
<b>Total Quarter Hours for AAS Core</b>	<b>41/43</b>
<b>Total Quarter Hours</b>	<b>91/93</b>

<sup>1</sup>CIS 106 or CIS 110 is a prerequisite for CIS 204. CIS 110 should be taken in Area D of the general core curriculum requirements for the AAS degree.

<sup>2</sup>CIS 107 or CIS 110 is a prerequisite for CIS 205. CIS 110 should be taken in Area D of the general core curriculum requirements of the AAS degree.

## Mathematics, Associate of Arts (AA)

This degree program is offered at Augusta, Fairburn, Fayetteville, Milledgeville, Valdosta, and Warner Robins campuses.

Mathematics (AA) Concentration	
MAT 202 (if not previously taken)	6
MAT 203B	6
MAT 211	5
<b>Select two or three* of the following:</b> CIS 210/211, MAT 200/213/225, PHY 111/112, PHY 211/212	11/17
<b>Total Hours for Concentration</b>	<b>26/29</b>
<b>Total Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>96/102</b>

\*If MAT 201 is taken as the Quantitative Skills mathematics course then MAT 202 should be taken as the Area D elective. The student must then choose three electives in the concentration.

MAT 103 may not be taken for Area A2. MAT 112 or MAT 201 is recommended for Area A2.

## Mathematics, Associate of Science (AS)

This program is offered at Augusta, Fairburn, Milledgeville, Valdosta, and Warner Robins campuses.

Mathematics (AS) Concentration	
MAT 202 (if not previously taken)	6
MAT 203B	6
MAT 211	5
<b>Select two or three* of the following:</b> CIS 210/211, MAT 200/213/225, PHY 111/112, PHY 211/212	11/17
<b>Total Hours for Concentration</b>	<b>26/29</b>
<b>Total Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>91/98</b>

\*If MAT 201 is taken as the Quantitative Skills mathematics course then MAT 202 should be taken as the Area D elective. The student must then choose three electives in the concentration.

MAT 103 may not be taken for Area A2. MAT 112 or MAT 201 is recommended for Area A2.

## Operations Management, Associate of Applied Science (AAS)

This degree program is offered at Augusta, Columbus, Fairburn, Global Online, Madison, Milledgeville, and Sandersville campuses.

Operations Management (AAS) Concentration	
ACC 201	5
ACC 202	5
BUS 204	5
BUS 206A	5
ECO 201	5
ECO 202	5
MAT 200	5
MGT 210	5
MGT 232A	5
MGT 240	5
<b>Total Quarter Hours for Concentration</b>	<b>50</b>
<b>Total Quarter Hours for AAS Core</b>	<b>41/43</b>
<b>Total Quarter Hours</b>	<b>91/93</b>

## Paralegal Studies, Associate of Arts (AA)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Global Online, Valdosta, and Warner Robins campuses.

Paralegal Studies (AA) Concentration	
PLG 110	5
PLG 120	5
Electives*	15
<b>*Choose three additional courses from:</b> BUS 206A; CRJ 100/103/201/208; PLG course not previously used	
<b>Total Hours for Concentration</b>	<b>25</b>
<b>Total Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Paralegal Studies, Associate of Science (AS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Global Online, Valdosta, and Warner Robins campuses.

Paralegal Studies (AS) Concentration	
PLG 110	5
PLG 120	5
Electives*	15
<b>*Choose three additional courses from:</b> BUS 206A; CRJ 100/103/201/208; PLG course not previously used	
<b>Total Hours for Concentration</b>	<b>25</b>
<b>Total Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Political Science, Associate of Arts (AA)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, Valdosta, and Warner Robins campuses.

Political Science (AA) Concentration	
<b>Choose two:</b> PLS 200, PLS 205, or PLS 215	10
<b>Choose three:</b> BUS 206A, any ECO, HIS 111/113/121/122/201, MGT 100, MGT 210, PLG 110, or any PLS not already taken	15
<b>Total Hours for Concentration</b>	<b>25</b>
<b>Total Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Political Science, Associate of Science (AS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Milledgeville, Global Online, Valdosta, and Warner Robins campuses.

Political Science (AS) Concentration	
<b>Choose two:</b> PLS 200, PLS 205, or PLS 215	10
<b>Choose three:</b> BUS 206A, any ECO, HIS 111/113/121/122/201, MGT 100, MGT 210, PLG 110, or any PLS not already taken	15
<b>Total Hours for Concentration</b>	<b>25</b>
<b>Total Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Pre-Nursing, Associate of Arts (AA)

This degree program is offered at all campuses.

Pre-Nursing (AA) Concentration	
BIO 207	6
BIO 208	6
BIO 299	6
PSY 200 (if not used in Social Sciences core Area "E"), PSY 203 or PSY 205	5
<b>Choose one course from:</b> BIO/CHE/MAT/NTR/PHY/PSC (MAT 200 or NTR 110 recommended) (excluding BIO 123, BIO 124 and MAT 208)	5/6
<b>Total Hours for Concentration</b>	<b>28/29</b>
<b>Total Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>98/102</b>

Note: Requirements at four-year nursing schools vary. The student is charged with coordinating his or her course of study with the requirements listed in the catalog published by the nursing school of choice.

## Pre-Nursing, Associate of Science (AS)

This degree program is offered at all campuses.

Pre-Nursing (AS) Concentration	
BIO 207	6
BIO 208	6
BIO 299	6
PSY 200 (if not used in Social Sciences core Area "E"), PSY 203 or PSY 205	5
<b>Choose one course from:</b> BIO/CHE/MAT/NTR/PHY/PSC (MAT 200 or NTR 110 recommended) (excluding BIO 123, BIO 124 and MAT 208)	5/6
<b>Total Hours for Concentration</b>	<b>28/29</b>
<b>Total Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>93/98</b>

Note: Requirements at four-year nursing schools vary. The student is charged with coordinating his or her course of study with the requirements listed in the catalog published by the nursing school of choice.

## Psychology, Associate of Arts (AA)

This degree program is offered at all campuses.

Psychology (AA) Concentration	
<b>Note: MAT 200 is required for the Area D elective in the core.</b>	
PSY 200	5
PSY 230	5
Any two PSY courses not previously used	10
<b>Choose one course from the following:</b> BIO/CHE/FRE/GEO/GER/HIS/MAT/PHI/PSC/ PHY/PSY/SOC/SPA	5/6
<b>Total Hours for Concentration</b>	<b>25/26</b>
<b>Total Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/99</b>

## Psychology, Associate of Science (AS)

This degree program is offered at all campuses.

Psychology (AS) Concentration	
<b>Note: MAT 200 is required for the Area D elective in the core.</b>	
PSY 200	5
PSY 230	5
Any two PSY courses not previously used	10
<b>Choose one course from the following:</b> BIO/CHE/FRE/GEO/GER/HIS/MAT/PHI/PSC/ PHY/PSY/SOC/SPA	5/6
<b>Total Hours for Concentration</b>	<b>25/26</b>
<b>Total Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/95</b>



## Social Work, Associate of Arts (AA)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Global Online, Valdosta, and Warner Robins campuses.

Social Work (AA) Concentration	
SOC 200	5
SOC 205	5
SWK 101	5
SWK 150	5
SWK 200	5
<b>Total Hours for Concentration</b>	<b>25</b>
<b>Total Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Social Work, Associate of Science (AS)

This degree program is offered at Augusta, Columbus, Fairburn, Fayetteville, Global Online, Valdosta and Warner Robins campuses.

Social Work (AS) Concentration	
SOC 200	5
SOC 205	5
SWK 101	5
SWK 150	5
SWK 200	5
<b>Total Hours for Concentration</b>	<b>25</b>
<b>Total Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

## Sociology, Associate of Arts (AA)

This degree program is offered at all campuses.

Sociology (AA) Concentration	
SOC 200 and SOC 205	10
Sociology Courses*	5
Electives**	10
* May be chosen from any Sociology courses not taken in Core Requirements	
**Choose two additional courses from the following: ANT/ECO/HIS/PLS/PSY/SOC	
<b>Total Hours for Concentration</b>	<b>25</b>
<b>Total Hours for AA Core</b>	<b>70/73</b>
<b>Total Quarter Hours</b>	<b>95/98</b>

## Sociology, Associate of Science (AS)

This degree program is offered at all campuses.

Sociology (AS) Concentration	
SOC 200 and SOC 205	10
Sociology Courses*	5
Electives**	10
* May be chosen from any Sociology courses not taken in Core Requirements	
**Choose two additional courses from the following: ANT/ECO/HIS/PLS/PSY/SOC	
<b>Total Hours for Concentration</b>	<b>25</b>
<b>Total Hours for AS Core</b>	<b>65/69</b>
<b>Total Quarter Hours</b>	<b>90/94</b>

# COURSES OFFERED

## Courses Participating in the Off-Campus Study Program

Georgia Military College views student learning as more than education obtained within the walls of a classroom. The Off-Campus Study Program provides an opportunity for students to travel to international and domestic locations to broaden and deepen their understanding of the subject matter and reexamine their views and perspectives on the human condition in the context of a global community.

Georgia Military College allows each professor the opportunity to create a course in their discipline for the Off-Campus Study Program. The college assesses these courses for quality, course content, transferability, and cultural experience.

While some programs require proficiency in a foreign language, most do not. These courses in the Off-Campus Study Program should cost about the same as study on campus, except for the travel expenses and incidentals, which may not be included in the cost of the course.

Applications for these courses are competitive. The exact due dates are announced every year by the various professors of the specific Off-Campus Study programs. Students are encouraged to consult with campus representatives for specific programs early in the application process.

## Course Numbering

A uniform course numbering system is used for all courses in accordance with the following guidelines.

- Courses numbered 000 – 099 are for Learning Support Services courses. Credits in these courses are not applicable toward any degree programs.
- Courses numbered 100 – 199 are freshman level courses applicable toward associate degrees.
- Courses numbered 200 – 299 are sophomore level courses applicable toward associate degrees.
- Courses numbered 300-499 are only applicable to the Bachelor of Applied Science (BAS) degrees.
- Course numbers ending in zero are generally introductory courses.
- Course numbers ending in 1, 2, 3, 4, and 5 are generally sequence courses. For example, English 101 precedes English 102.

## Course Descriptions

Courses offered at Georgia Military College are listed in this section of the catalog. Not every course is offered every term. A student should check the schedule of classes at each campus for the particular term he/she wishes to attend.

### Accounting

#### *ACC 201 Principles of Accounting I*

*5qh*

This course is a study of the underlying theory and application of financial accounting concepts. It includes the study of the accounting cycle, the preparation and interpretation of basic financial statements, and the study of fundamental accounting principles. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 095 or higher with a grade of “C” or better.

#### *ACC 202 Principles of Accounting II*

*5qh*

This course is a study of the underlying theory and application of managerial accounting concepts. It is a continuation of ACC 201 as a decision making tool. It includes introductions to concepts, principles, and procedures used by managers for planning, control, and other business decisions. **Prerequisite:** ACC 201.

## Anthropology

### *ANT 201 Anthropology*

**5qh**

This course is an introduction to the study of human origins, development, behavior and culture. It includes paleontology, archeology, and principal aspects of sociocultural organization.

## Aerospace Studies

### *ARS 101 U. S. Air Force and Officership*

**1qh**

This course is an introduction to the history, mission, organization, and doctrine of the United States Air Force. It includes military customs and courtesies, communication, officer ship, and Air Force job specialties.

### *ARS 102 Air Force Commands*

**1qh**

This course is a study of the various specified, unified, and joint commands that make up the structure of the Air Force. Focus is on the mission, organization, capabilities, and weapon systems of each command.

### *ARS 103 The Air Force Today*

**1qh**

This course is an introduction to flight, geopolitics, the military balance, and terrorism. It includes a survey of relations with other branches of the Armed Services.

### *ARS 104 Team Building*

**1qh**

A survey course designed to introduce students to the United States Air Force and Air Force Reserve Officer Training Corps. Featured topics include team building, diversity training, and Oath of Office. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with leadership/follower ship experiences. **Prerequisite:** ARS 103.

### *ARS 201 Growth of Air Power*

**1qh**

This course traces the events and elements in the history of air power that provided a significant impact on United States strategy.

### *ARS 202 Concepts of Air Power*

**1qh**

This course traces the development of concepts for the employment of air power to support national objectives.

### *ARS 203 Air Power Technology*

**1qh**

This course focuses upon factors that prompted research and technological change to improve the effectiveness of air power.

### *ARS 204 Air Power in the Post-Cold War Era*

**1qh**

This course is designed to introduce students to the evolution of the United States Air Force in the Post-Cold war era. Featured topics include the Persian Gulf War, conflict in the former Republic of Yugoslavia, and Post-Cold war operations. Leadership Laboratory is mandatory for Air Force ROTC cadets and it complements this course by providing cadets with leadership/follower ship experiences. **Prerequisite:** ARS 203.

### *ARS 299 Air Force ROTC Leadership Lab*

**1qh**

This course focuses upon the practical application of the leadership principles for Air Force officers. Note: AFROTC courses are taught at Valdosta State University by the VSU Military Science faculty.

## Art

### **ART 191 Art Appreciation I**

**2qh**

This course is a history of art, architecture, sculpture, and commercial design. The course is also a study of the elements of composition, space, relationships, form, balance, and color values.

### **ART 192 Art Appreciation II**

**2qh**

A continuation of ART 191.

### **ART 193 Art Appreciation III**

**2qh**

A continuation of ART 192.

### **ART 194 Art Appreciation**

**5qh**

This course is a history of art, architecture, sculpture, and commercial design. The course is also a study of the elements of composition, space, relationships, form, balance, and color values. (ART 191, 192, and 193 combined and taught in one course.)

### **ART 195 Design I**

**5qh**

A course that helps students develop the skills and understanding of basic two-dimensional design, color use, perspective, texture, intensity, and composition. Students will be required to complete projects that will aid in developing these skills and concepts.

### **ART 196 Drawing I**

**5qh**

This is a beginning drawing course with specific concentration on tools, materials, design, composition, and display and mounting procedures. Some art supplies will be needed.

### **ART 197 Drawing II**

**5qh**

This is a second level drawing class with an emphasis on mixed media. Students will also learn how to display and conserve their art, and they will be required to produce a portfolio. **Prerequisite:** ART 196.

### **ART 198 Painting I**

**5qh**

This is a beginning painting class using acrylics and oil painting on canvas, paper, and board. Slides and lectures about present and past painters will be given, as well as a lecture on the dangers of toxic materials.

### **ART 199 Painting II**

**5qh**

This is a second level painting class covering advanced techniques and applications. **Prerequisite:** ART 198.

### **ART 200 Art and Technology**

**5qh**

This is an art class based on the use and limited mastery of software enabling student to use a digital camera, scanner, and printer. It includes creating and enhancing art.

### **ART 205 3 Dimensional Design**

**5qh**

This course is a continuation of Design I (ART 195). Student will organize in space, employing the use of design elements to create three-dimensional sculpture.

## Biology

### **BIO 103 Medical Terminology**

**2qh**

This course is a study of the meanings and origins of medical and scientific terminology to include relevant medical and biological abbreviations and symbols. This course includes basic vocabulary to facilitate understanding and use of terminology in courses required for pre-professional degrees such as Pre-nursing and for other medically related fields.

### **BIO 105 Environmental Studies**

**5qh**

This is a survey of basic principles of ecology and sources of environmental degradation, with emphasis on the impact of man on the biosphere and potential solutions to environmental problems.

### **BIO 106 Animal Behavior**

**5qh**

This is an introductory course that includes history, genetics, evolution, mechanisms, behavior, learning and motivation, communication, aggression, mating, and the evolution of behavior patterns and social systems.

### **BIO 111 Intro to Pharmacology**

**5qh**

This course presents the basic principles of pharmacology and the essential characteristics of commonly prescribed drug classes, including action mechanisms, therapeutic uses, side effects and warnings. This course provides a conceptual framework of anatomy, physiology and pathology within which drug actions and interactions are taught. This course includes basic vocabulary and most-used drugs to facilitate understanding and use of these in nursing and other medically related fields.

### **BIO 115 Marine Biology**

**5qh**

This course is a basic study of marine and estuarine habitats emphasizing habitat types and biological community diversity. Topics of study will include adaptations to a marine environment, biodiversity of the sea, taxonomy of the major groups of marine organisms, ecosystem types and characteristics, and ocean scale processes. Students completing this course will obtain a general understanding of the different marine habitats found throughout the world and the organisms that live there.

### **BIO 123 General Biology I**

**6qh**

This course is an introduction to life processes including principles of cell and molecular biology; the perpetuation of life, heredity and life's origin. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** RDG 099 or placement. Students must take BIO 211 to satisfy the requirements of the AA/AS Biology degree.

### **BIO 124 General Biology II**

**6qh**

This course is a continuation of BIO 123, including evolution, organismal diversity, reproductive strategies, ecological relationships, and physiology. Students will apply biological concepts to the ethical choices they make throughout life and explain how those choices affect the environment. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory 1.5 hours. Students must take BIO 212 to satisfy the requirements of the AA/AS Biology degree. **Prerequisite:** BIO 123.

### **BIO 140 Forensic Biotechnology**

**6qh**

This course is an overview of the study and application of science to the processes of criminal law. This course will focus on collection and preservation, examination, evaluation and interpretation of evidence. Special emphasis is devoted to the significance of physical evidence, chemical, physical and biological principles of the scientific techniques employed, and the capabilities and limitations of the forensic sciences. Lecture 4.5 hours; Laboratory 1.5 hours.

### **BIO 141 Environmental Science**

**6qh**

Basic biological and earth science principles are used to investigate the scientific aspects of the impacts modern society has upon the Earth's natural environmental systems. Emphasis is placed on sustaining resources and making informed choices concerning environmental issues. Potential solutions to environmental problems are also investigated. The laboratory incorporates hands-on procedures to explore environmental concepts and problems as well as the collection and interpretation of data relevant to managing environmental challenges. Lecture 4.5 hours; Laboratory 1.5 hours.

### **BIO 207 Human Anatomy & Physiology I**

**6qh**

This course is an integration of anatomical structure with physiological function, systematically examining basic histology and the integumentary, skeletal, muscular, nervous, and sensory systems. Laboratory work includes histology, dissection, and physiological experiments. Lecture 4.5 hours; Laboratory 1.5 hours.

**Prerequisite:** BIO 123 or BIO 211.

### **BIO 208 Human Anatomy & Physiology II**

**6qh**

This course a continuation of the study of human systems, with emphasis on the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems. Laboratory work includes extensive histology, dissection, and physiological experiments appropriate to systems studies. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 207.

### **BIO 211 Principles of Biology I**

**6qh**

This course is a majors course designed to explore basic concepts of biology including science as a process, biochemistry, energy transfer, mitosis and meiosis, cell structure and function, cellular energetic, molecular genetics, molecular basis of evolution, reproduction and development. Students completing Principles of Biology I will become biologically literate citizens, able to apply biological concepts to the ethical choices they must make throughout life. Laboratory exercises will include, but not be limited to introductory laboratory techniques and safety, data collection and analysis, microscopy, basic microbiological and biotechnology techniques, genetics and bioenergetics. **Students cannot receive credit for BIO 123 and BIO 211.** Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisites:** MAT 103 or higher, RDG 099, ENG 099 or placement.

### **BIO 212 Principles of Biology II**

**6qh**

This course is the second in a two-part majors course. Principles of Biology II will focus on organisms including diversity and phylogeny, the relationship of biological history to geological time, structure and function of living organisms, principles of ecology, and interaction with the environment. Students completing Principles of Biology II will become biologically literate citizens able to apply biological concepts to the ethical choices they must make throughout life. This course is for science majors. Laboratory exercises will include, but not be limited to survey of animal phyla including comparative form and function; survey of plant divisions; basic ecological techniques; data collection, analysis, and presentation. **Students cannot receive credit for BIO 124 and BIO 212.** Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 211 with a grade of "C" or higher.

### **BIO 230 General Botany**

**6qh**

This course is a study of the structure of leaves, stems, roots, growth, and nutritive processes of plants: the relationship of plants to their environments and plant taxonomy. Lecture 4.5 hours; Laboratory 1.5 hours.

### **BIO 240 Laboratory Techniques in Biotechnology**

**6qh**

This is a major's course designed to explore recent advancements in biotechnology as well as current practices in research and development, manufacturing, quality control/quality assurance, medicine, and safety. Students completing this course will gain skills in the following areas: laboratory safety and documentation, measurement, preparation of media, use of basic laboratory tools such as pipettors, pH meters, scales, centrifuges and autoclaves, spectrophotometry, DNA manipulation and analysis, expression and purification of proteins, antibody assays, and critical thinking. Ethical, legal, economic, and social implications of biotechnology will be addressed. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 211, MAT 103 or higher, RDG 099, ENG 099 or placement



### **BIO 242 Applied Biotechnology**

**6qh**

This second course in a two-part majors' sequence covers concepts, procedures and techniques of applied biotechnology. An overview of important features of modern biotechnology from a chemical and biomolecular engineering perspective is provided. Topics include molecular genetics, manipulation of DNA, proteins, enzymes, and other biomolecules (for the advancement of agricultural, environmental and medical industries), bio-separation and bio-transport processes and qualitative and quantitative control techniques. Social and economic impacts of biotechnology on chemical and bioindustries are discussed. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 240

### **BIO 255 Marine Biology**

**6qh**

This course is a basic study of marine and estuarine habitats emphasizing habitat types and biological community diversity. Topics of study will include adaptations to a marine environment, biodiversity of the sea, taxonomy of the major groups of marine organisms, ecosystem types and characteristics, and ocean scale processes. Students completing this course will obtain a general understanding of the different marine habitats found throughout the world and the organisms that live there. Lecture 4.5 hours; Laboratory 1.5 hours.

### **BIO 270 General Zoology**

**6qh**

This course is a general introduction to zoology, a survey of the structure, physiology, adaptations, and life cycles of animals in each major group from protozoans to humans. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 123 or BIO 211.

### **BIO 280 Introduction to Ecology**

**6qh**

Introduction to individual, population, community, and ecosystem ecology. Topics include adaptations, population structure and dynamics, organization and classification of communities, and nutrient and energy flows in ecosystems. Laboratory and field component introduces students to sampling procedures and data analysis. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 123 or higher

### **BIO 299 Microbiology**

**6qh**

This course is a study of microbial morphology, growth, colonial morphology, biochemistry, physiology, drug resistance, methods of disinfection, and methods of sterilization. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** BIO 123 or BIO 211.

## **Business**

### **BUS 204 Business Communications**

**5qh**

This course is a study of the theory and practice in the organization, content, and style of business letters; the role of business reports and their types; collecting, organizing, and interpreting data; written presentations; oral presentations; practice in writing business letters and reports; and practice in making oral presentations. **Prerequisite:** ENG 101

### **BUS 206A Legal Environment of Business**

**5qh**

This course is a discussion of the ethical, political, social, legal, and regulatory issues of a business environment. Topics will focus on the conflicting rights and duties of individuals, organizations, and other factions in a domestic and global society that lead to the development of ethical awareness, social responsibility, and law.

### **BUS 210 Marketing**

**5qh**

This course is a study of marketing channels and institutions; market structure, organization, and behavior; retail, wholesale, and industrial marketing; and governmental regulations.

## Chemistry

### *CHE 105 Descriptive Chemistry I*

6qh

This course is an introduction to general chemistry. It is a systematic look at the fundamental concepts of the structure and properties of matter. Topics include formulas, chemical structures and equations, solution chemistry, stoichiometric calculations, and equilibrium including acid/base equilibria. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** MAT 095 or placement.

### *CHE 106 Descriptive Chemistry II*

6qh

This course is an overview of the chemistry of organic molecules and an introduction to biochemical concepts. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** CHE 105.

### *CHE 121 Principles of Chemistry I*

6qh

This course is the first course in a sequence intended for science majors. This course is a study of the systematic treatment of atomic structure, stoichiometry, aqueous reactions, the gas laws, thermochemistry, periodicity, molecular geometry, and chemical bonding. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisites:** MAT 109 or MAT 112 (grade of C or better); RDG 099 or placement.

### *CHE 122 Principles of Chemistry II*

6qh

A continuation of CHE 121, intended for science majors. Topics include solutions, colligative properties, kinetics, equilibrium, thermodynamics, electrochemistry and descriptive chemistry. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisites:** CHE 121 (grade of C or better).

### *CHE 200 Introductory Biochemistry*

5qh

This course is an introduction to the structure and function of biological molecules, their enzymology, metabolism, and energy relationships, DNA and RNA structure, transcription and molecular biology. Lecture 5 hours. **Prerequisite:** CHE 121 and 122 or permission.

### *CHE 250 Organic Chemistry I*

6qh

This course is an introduction to organic chemistry. It is a systematic study of the chemistry of alkanes, alkenes, alkyl halides, dienes, alkynes, salicylic hydrocarbons, and aromatic hydrocarbons, including stereochemistry. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; Laboratory, 1.5 hours. **Prerequisite:** CHE 121 and 122.

### *CHE 251 Organic Chemistry II*

6qh

This is a continuation of CHE 250 focusing on the chemistry of alcohols, ethers, epoxides, aldehydes, ketones, carboxylic acids, and amines, including stereochemistry. Laboratory exercises are related to lecture topics. Lecture 4.5 hours; laboratory, 1.5 hours. **Prerequisite:** CHE 250.

## Communications

### *COM 201 Public Speaking*

5qh

This course is designed to provide extensive practice in preparing and presenting effective public speeches. Special emphasis is devoted to organization, outlining, audience analysis, analytical reasoning, and delivery skills.

### *COM 210 Introduction to Mass Communication*

5qh

This course is a basic study of the structure and dynamics of the contemporary mass media and its producer-to-audience relationship. The history, ethics, and social importance of media will be explored in the context of our own diverse society. Students will investigate the elements of media, discern between the press and other forms of media, and develop a basic understanding of how and why messages are created and communicated and the effects of these messages. **Prerequisites:** RDG 099 or placement in ENG 101.

### ***COM 220 Interpersonal Communication***

***5qh***

This course provides students the skills necessary to become better communicators. This course is a study in the theories and practices of communication in two person or small group settings. Primary emphasis is placed on understanding verbal and non-verbal communication and the cultural context in which this communication occurs. **Prerequisites:** RDG 099 or placement in ENG 101.

### ***COM 230 Introduction to Communication Theory***

***5qh***

This course provides an overview of the four disciplines within the communication field (interpersonal, small group, public speaking and mass communication,) and how to apply the various theories within these disciplines. **Prerequisites:** RDG 099 or placement in ENG 101.

### ***COM 240 Basic News Writing and Reporting***

***5qh***

This course is a study of the basic skills required for writing in a professional journalistic atmosphere. Students will learn about reporting and “news gathering” practices while practicing the writing techniques of journalism, such as writing leads, organizing stories, and referencing sources. Students will evaluate and practice producing news writings for newspapers, television, and online sources. **Prerequisites:** ENG 101 and COM 210

## **Computer Information Systems**

### ***CIS 105A Intro to Word Processing and Presentation Graphics***

***2qh***

This course is an introduction to basic word processing concepts and to the basic concepts of a presentation graphics program. A student who has successfully completed CIS 110 with a grade of “C” or better may not take this course. If a student chooses to take CIS 110 after taking this course, credit for this course will not count toward degree requirements (elective or otherwise) for any degree.

### ***CIS 106 Introduction to Spreadsheets***

***2qh***

This course is an introduction to computer spreadsheets as used in a business environment. Basic spreadsheet operations are presented within a popular PC program. A student who has successfully completed CIS 110 with a grade of “C” or better may not take this course. If a student chooses to take CIS 110 after taking this course, credit for this course will not count toward degree requirements (elective or otherwise) for any degree.

### ***CIS 107 Introduction to PC Database Management***

***2qh***

This course is an introduction to database management as used in a business environment. Basic database operations are presented within a popular PC program. A student who has successfully completed CIS 110 with a grade of “C” or better may not take this course. If a student chooses to take CIS 110 after taking this course, credit for this course will not count toward degree requirements (elective or otherwise) for any degree.

### ***CIS 110 Introduction to Computer Concepts and Applications***

***5qh***

A multi-faceted course including an overview of computer architecture, an overview of digital security, ethical issues in computing, application software (including word processing, electronic spreadsheet, presentation, and database software) to facilitate business productivity. In addition, the student will use a hands-on approach to develop algorithms and multimedia computer programs using an object-oriented, graphically-driven, programming language using common programming data structures and event driven tasks. This course will have an emphasis on the development of algorithmic and critical thinking skills. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 095 with a grade of “C” or better.

### *CIS 120 Introduction to Computer Science*

**5qh**

This course is an introduction to computer science that focuses on the foundational role of algorithms in computing. Each of the following layers of the abstract computing stack are explored: algorithmic foundations, hardware, system software, networks, information security, higher-level programming languages, types of application software, and social/ethical issues in computing. Students will study basic algorithms using pseudo code and compare them to a corresponding programming language implementation. **Prerequisite:** A grade of “C” or better in MAT 109, 110, 112, or 201.

### *CIS 203 Advanced Word Processing Applications*

**5qh**

This is an advanced study of word processing that uses a popular word processing program in a hands-on environment. Emphasis is on table creation and manipulation, form letters and interfacing with other popular spreadsheet and database programs, creating newsletters, working with indexes and table of contents, and creating forms. **Prerequisite:** CIS 105A or CIS 110 with a grade of “C” or higher or Permission of the Instructor.

### *CIS 204 Advanced Spreadsheet Applications*

**5qh**

This course is an advanced study of spreadsheet applications using a popular spreadsheet program in a hands-on environment. Emphasis is on absolute addressing, what if analysis, advanced graphs, financial functions, database worksheet integration, templates, auditing, and working with multiple worksheets. **Prerequisite:** CIS 106 or CIS 110 with a grade of “C” or higher or Permission of the Instructor.

### *CIS 205 Advanced Database Applications*

**5qh**

This is an advanced study of database applications using a popular database program in a hands-on environment. Emphasis is on updating a database, creation and manipulation of reports, using forms, sub forms, and combo boxes, incorporation OLE (pictures, etc.) and hyperlinks, creating macros and advanced report design. **Prerequisite:** CIS 107 or CIS 110 with a grade of “C” or higher or Permission of the Instructor.

### *CIS 210 Principles of Computer Programming I*

**5qh**

The study of computer programming with emphasis on problem solving utilizing well-structured code. Additional topics include data types, flow of control structures, single-dimensional arrays, classes, objects, and methods. Course includes programming assignments using the Java programming language. **Prerequisite:** completion of one of the following courses with a grade of “C” or better: CIS 120, MAT 112 or MAT 201.

### *CIS 211 Principles of Computer Programming II*

**5qh**

A continuation of the study of computer programming with emphasis on problem solving utilizing well-structured code. Additional topics include multi-dimensional arrays, inheritance, graphical user interfaces, exception handling, sequential file IO, and class library data structures. Course includes programming assignments using the Java programming language. **Prerequisite:** CIS 210 with a grade of “C” or better.

### *CIS 212 Web Page Development*

**5qh**

This course will cover the theory and design of web pages and web sites. Topics covered include, the Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), JavaScript, graphical design considerations, search engine ranking strategies, and the use of software in the creation and design of web pages and web sites. **Prerequisite:** CIS 210 with a grade of “C” or better.

### *CIS 213 Networking*

**5qh**

This course is an introduction to computer networks that provides broad coverage of local area networks, internetworks, and wide area networks. Topics include, network hardware, network topologies, network technologies, network media and access methods, network layers and protocols, TCP/IP, network reference models (OSI), network standards (IEEE 802), client and server operating systems, server management and administration, network security, virtualization, and cloud computing. The network security topic overviews security policies, physical security, authentication, authorization, encryption, firewalls, and VPN. **Prerequisite:** CIS 120 with a grade of “C” or better

### ***CIS 214 Data Structures***

**5qh**

This course is an introduction to data structures. Topics include, the design and implementation of data structures as abstract data types, algorithm analysis, indexed (array-based) and linked (node-based) structures, bags, stacks, queues, priority queues, lists, trees, sets, dictionaries, hashing techniques, graphs, and searching and sorting techniques. Assignments using the Python programming language allow students to gain experience using data structures. **Prerequisite:** CIS 211 with a grade of "C" or better

### ***CIS 217 Cyber Information Security***

**5qh**

This course is an overview of information security. Topics include, security tenets (confidentiality, integrity, availability), security domains (user, workstation, LAN, LAN-to-WAN, WAN, remote access, system/application), security policy frameworks, business assets and their associated risks, threats, and vulnerabilities, risk management, access controls (physical/logical), layered defense, business continuity, data backup and disaster recovery, configuration baselines and change management, attack types, phases, and tools, malware, attack prevention tools and techniques, security auditing and monitoring, incident handling, principles of symmetric and asymmetric key cryptography, security standards, U.S. compliance laws, social engineering attacks, and professional ethics. Course includes hands-on, web-based, virtual security lab activities where security tools and techniques are practiced. **Prerequisite:** CIS 211 and CIS 213 with a grade of "C" or better

### ***CIS 220 Data Systems Analysis & Design***

**5qh**

This course is an introduction to problems from business and science using logical and mathematical techniques particularly suited to characteristics of the digital computer. Problems involve qualification of descriptive data, manipulation of these data, and expression of analysis in descriptive terms. It includes documentation and flowcharting methods.

### ***CIS 230 Fundamentals of Management Information Systems***

**5qh**

This course integrates EDP methodology, human behavior and organizational structures. Management information needs, decision support systems, expert systems and integrated database technology are stressed.

## **Criminal Justice**

### ***CRJ 100 Introduction to Criminal Justice***

**5qh**

This course is a general overview of the American criminal justice system. Each of the major components (police, courts, and corrections) will be examined.

### ***CRJ 101 Correctional Institutions***

**5qh**

This course is an introduction to correctional procedures, punishment, deterrence, incarceration, and rehabilitation.

### ***CRJ 102 Corrections***

**5qh**

This course reviews judicial decisions that have had significant implications for the operation of prisons/jails. Explains how the correctional professional can incorporate mandated changes into the operation of prisons/jails.

### ***CRJ 103 Criminal Procedures***

**5qh**

This course is a study of the nature and function of the law with relation to the criminal process, policies and procedures in the administration of criminal justice.

### ***CRJ 104 Juvenile Delinquency and Procedure***

**5qh**

This course is a detailed examination of juvenile delinquency in the United States. Course topics will include social causes, apprehension and processing, court procedures, and rehabilitation.

**CRJ 109A Probation and Parole****5qh**

The course examines the theory, practices and processes of probation and parole.

**CRJ 110 Principles of Private Security****5qh**

The course is about the historical development of security as a vocation, types of security, personnel requirements, and legal support constraints placed on security programs are studied.

**CRJ 200 Introduction to Criminology****5qh**

This course is an examination of crime theories and causation. The relationship between crime, the criminal, and society is presented. The nature of criminal behavior, moral law, and criminal law are discussed.

**CRJ 201 Criminal Investigation****5qh**

This course introduces the student to the techniques of criminal investigation to include, crime scene, search and recording, collection and preservation of evidence, scientific aids, modus operandi, sources of information, and interviewing witnesses.

**CRJ 202 Introduction to Criminalistics****5qh**

This course is about the study of the scientific aspects of criminal investigation to include, collection, preservation, and examination of physical evidence, chemical and other scientific methods used in a modern crime investigation laboratory.

**CRJ 203 Police Community Relations****5qh**

This course examines the historical development of criminal justice agencies with emphasis on community relationships, police and community perceptions, attitudes and values.

**CRJ 204 Ethics in Criminal Justice****5qh**

This course is an introduction to concepts of ethics and the examination of contemporary ethical issues in criminal justice.

**CRJ 208 Criminal Law****5qh**

This course examines substantive criminal law and its procedures for implementation. Emphasis will be given to historical developments, contemporary forms of criminal definitions and Supreme Court decisions that govern criminal procedures.

**CRJ 209 Police Supervision & Management****5qh**

This course is an examination of public administration as it applies to criminal justice organizations. Emphasis will be given to organizational theory, leadership, decision-making and human resource management.

## Economics

**ECO 180 Survey of Economics****5qh**

This course is designed to create student interest and enhance general understanding of the basic tenets of economics. Basic microeconomic and macroeconomic theories are offered and explored relative to real world issues that students face every day. Students will become better prepared to evaluate critically the world around them. This course can be used as an elective in area E of the core.

**ECO 201 Macroeconomics****5qh**

An introduction to the theory of macroeconomics through an examination of the nature and operation of the American economic system. The study will include the economic components of the American and international economy, supply and demand, the circular flow diagram and gross domestic product, fiscal policy, monetary system, and monetary theory and policy. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 094 or higher with a grade of "C" or better.



## *ECO 202 Microeconomics*

*5qh*

An introduction to the theory of microeconomics through examination of the principles involved in the production and distribution of goods within a market economy under conditions of pure competition, imperfect competition, and monopoly. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 094 or higher with a grade of "C" or better.

## Education

### *EDN 216 Exploring Socio-Cultural Perspective on Diversity in Educational Settings*

*5qh*

This course is designed to equip future teachers with the fundamental knowledge of understanding culture and teaching children from diverse backgrounds. Specifically, this course is designed to examine 1) the nature and function of culture; 2) the development of individual and group cultural identity; 3) definitions and implications of diversity, and 4) the influences of culture on learning, development, and pedagogy. This course has a required ten-hour field experience component. The field experience, in a public school, must be successfully completed in order to receive a passing grade in the course.

### *EDN 226 Investigating Critical and Contemporary Issues in Education*

*5qh*

This course engages students in observations, interactions, and analyses of critical and contemporary educational issues. Students will investigate issues influencing the social and political contexts of educational settings in Georgia and the United States. Students will actively examine the teaching profession from multiple vantage points both within and outside the school. Against this backdrop, students will reflect on and interpret the meaning of education and schooling in a diverse culture and examine the moral and ethical responsibilities of teaching in a democracy. This course has a required ten-hour field experience component. The field experience, in a public school, must be successfully completed in order to receive a passing grade in the course.

### *EDN 236 Teaching and Learning*

*5qh*

This course allows students to explore key aspects of learning and teaching. The students will examine their own learning processes and those of others, with the goal of applying this knowledge to enhance the learning of all students in a variety of educational settings and contexts. This course has a required ten-hour field experience component. The field experience, in a public school, must be successfully completed in order to receive a passing grade in the course.

## English

### *ENG 097 LSS English I*

*5qh*

#### **Institutional credit only**

This course is primarily a comprehensive review of grammar and mechanics to prepare students for success in college-level English courses. Paragraph writing is also included. **Prerequisite:** Placement by examination and/or recommendation of the Division Chair of Humanities or the Academic Dean.

### *ENG 099 LSS English II*

*5qh*

#### **Institutional credit only**

This course, an extension of ENG 097, emphasizes paragraph structure and the writing of short expository essays, with special attention to organization, logic, usage, tone, and style. The course is designed to prepare students for college-level writing in English 101 and in other disciplines. **Prerequisite:** ENG 097 or placement by examination and/or recommendation of the Division Chair of Humanities or the Academic Dean.

### *ENG 101 Composition I*

*5qh*

This course is an introduction to writing and reading expository prose. It focuses on unity, coherence, emphasis, organization, correctness of grammar and punctuation, editing, and proofreading. **Prerequisite:** Placement by exam or completion of ENG 099 and RDG 099 with a "C" or better. A student who takes this course must receive a "C" or better in order to graduate.



### **ENG 102 Composition II**

**5qh**

ENG 102 is a continuation of ENG 101, as well as an introduction to literature and the research paper. In order to graduate, a student must receive a "C" or better in ENG 102. **Prerequisite:** ENG 101 with a "C" or better or a satisfactory score on an ENG 101 CLEP test.

### **ENG 201 World Literature I**

**5qh**

This course is an introduction to the masterpieces of the World, from the ancient Greeks through the Renaissance. **Prerequisite:** ENG 102 with a "C" or better.

### **ENG 202 World Literature II**

**5qh**

This course is an introduction to the masterpieces of the World from the mid-seventeenth century to the present. **Prerequisite:** ENG 102 with a "C" or better.

### **ENG 210 Creative Writing**

**5qh**

This course offers instruction in how to write creatively in a variety of forms, including poetry, short stories, drama, and nonfictional essays, and in how to critique and edit others' works. Milledgeville Campus students will also assist in editing and formatting the college's literary magazine. **Prerequisite:** ENG 102 with a "C" or better.

### **ENG 221 American Literature I**

**5qh**

This course is a survey of American literature from the Colonial period through the mid-nineteenth century. **Prerequisite:** ENG 102 with a "C" or better.

### **ENG 222 American Literature II**

**5qh**

This course is a survey of American literature from the mid-nineteenth century to the present. **Prerequisite:** ENG 102 with a "C" or better.

### **ENG 231 British Literature I**

**5qh**

ENG 231, British Literature I, is a chronological survey, which helps students gain a broad background in medieval, renaissance, and eighteenth century literature through a close reading of various texts, as well as considering historical and literary contexts. Students will read, discuss, and respond in writing to a variety of texts, representing various periods, movements, genres and forms. While the purpose of the course is to provide an overview of many authors and their works, students will also analyze in detail particular texts and work to understand how important cultural events and controversies affected the literature. **Prerequisite:** ENG 102 with a "C" or better.

### **ENG 232 British Literature II**

**5qh**

English 232, British Literature II, is a chronological survey of British Literature from the Romantic age to the modern period. Students will read, discuss, and respond in writing to a variety of texts, representing various periods, movements, genres and forms. While the purpose of the course is to provide an overview of many authors and their works, students will also analyze in detail particular texts and work to understand how important cultural events and controversies affected the literature. **Prerequisite:** ENG 102 with a "C" or better.

## **French**

### **FRE 101 Elementary French I**

**5qh**

This course is for beginners, covering the elements of French grammar, pronunciation, composition, translation, and reading.

### ***FRE 102 Elementary French II***

***5qh***

This course is a continuation of the study of French grammar, pronunciation, composition, translation, and reading begun in FRE 101. **Prerequisite:** FRE 101.

### ***FRE 201 Intermediate French I***

***5qh***

This course is designed to continue listening, speaking, reading, and writing in French with further study of the culture of French speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of FRE 102. **Prerequisite:** FRE 102

### ***FRE 202 Intermediate French II***

***5qh***

This course is designed to continue listening, speaking, reading, and writing in French with further study of the culture of French speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of FRE 201. **Prerequisite:** FRE 201

## **Geography**

### ***GEO 219 World Geography***

***5qh***

This course is an introduction to geographical place names, land masses, oceans and seas, climate and cultures and their interrelationship.

## **German**

### ***GER 101 Elementary German I***

***5qh***

This course is for beginners covering the elements of German grammar, pronunciation, composition, translation, and reading.

### ***GER 102 Elementary German II***

***5qh***

This course is a continuation of the study of German grammar, pronunciation, composition, translation, and reading begun in GER 101. **Prerequisite:** GER 101.

### ***GER 201 Intermediate German I***

***5qh***

This course is designed to continue listening, speaking, reading, and writing in German with further student of the culture of German speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of GER 102. **Prerequisite:** GER 102

### ***GER 202 Intermediate German II***

***5qh***

This course is designed to continue listening, speaking, reading, and writing in German with further student of the culture of German speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of GER 201. **Prerequisite:** GER 201

## **Health & Physical Education**

### ***HPE 200 Introduction to Health & Physical Education***

***5qh***

This course is an overview of the history, philosophy, theory and application of the professions of Health and Physical Education, Exercise Science, and Sport Studies.

***HPE 202 First Aid and Emergency Care******3qh***

This course provides instruction in basic First Aid and Emergency Care. This course will also offer certification in Community First Aid/CPR (adult, child, infant) through the American Heart Association or the American Red Cross.

***HPE 204 Cardio Respiratory Fitness I******2qh***

This course is a highly intensive cardio-respiratory fitness course structured to provide strength and conditioning programs to intercollegiate athletes both during participation and in the off- season.

**Prerequisite:** Enrollment in Intercollegiate Athletics.

***HPE 205 Cardio Respiratory Fitness II******2qh***

This course is a highly intensive cardio-respiratory fitness course structured to provide strength and conditioning programs to intercollegiate athletes both during participation and in the off- season.

**Prerequisite:** Enrollment in Intercollegiate Athletics.

***HPE 250 Strength Training & Conditioning******5qh***

A course designed to teach the theoretical basis and principals involved in design, implementation and development of individual and sport specific testing and strength and conditioning programs.

***HPE 255 Essentials of Athletic Healthcare******5qh***

This course is designed to provide information on basic injury prevention, identification, rehabilitation and overall healthcare for recreational and competitive athletes.

***HPE 260 Personal Health******5qh***

This course is an introduction to methods of promoting health in the individual.

## **History**

***HIS 111 World Civilization I******5qh***

World Civilization I is a survey of the history of the world from prehistoric times through the 17th century.

***HIS 113 World Civilization II******5qh***

World Civilization II is a survey of the history of the world from the mid-17th century to the Modern Age.

***HIS 121 American History I******5qh***

American History I is a survey of the social, cultural, economic, and political aspects of the development of this nation from the voyages of discovery through the Civil War. This course satisfies the Georgia Legislative requirements for United States and Georgia history.

***HIS 122 American History II******5qh***

American History II is a survey of the social, cultural, economic, and political aspects of the development of this nation since 1865. This course satisfies the Georgia Legislative requirements for United States and Georgia history.

***HIS 200 Military History******5qh***

This course is a general study of military activities in war and peace including policy, administration and the role of armed services in history from 1650 to the present. It is required of advanced Cadet Corps members.

***HIS 201 Georgia History/Constitution******5qh***

This course is a survey of the social, cultural, economic, and political history of Georgia from the pre-Columbian Era to the present. This course satisfies the Georgia legislative requirements in Georgia's history and constitution.

### ***HIS 202 African-American History***

***5qh***

This course is a survey of the African American experience from the colonial period to the present.

### ***HIS 220 World Religions***

***5qh***

This course is a study of the origins, beliefs, development, and cultural significance of major world religions.

### ***HIS 225 Religion in America***

***5qh***

This course is a survey of major religion patterns and developments in the United States from colonial period to present. It has an emphasis on development of Western and non-Western religious bodies.

### ***HIS 290 Historical Research Methods***

***5qh***

This course will build the basic skills and methods needed for the study of history. Topics will include, library and archival research, historical writing, historiogeography and interpretation, use of the computer and quantitative analysis in history, and the professional opportunities for the history major. Students will complete a supervised research project. This course is directed at the History major. **Prerequisites:** RDG 099, ENG 102, and any 100-level History course with a grade of "C" or better.

## **Homeland Security**

### ***HSE 101 Introduction to Homeland Security and Emergency Management***

***5qh***

This course is a broad overview of the expanding Homeland Security and Emergency Management field. This history of homeland security as it evolved from the fields of civil defense, emergency preparedness and the traditional intelligence community will be discussed.

### ***HSE 299 Terrorism and International Crime***

***5qh***

This course examines the modern problem of terrorism, including its political roots. The history of terrorism both domestically and internationally as well as the structure of operations of terrorist organizations will be discussed.

## **Interdisciplinary Science**

### ***ISC 201 Life and Earth Sciences***

***5qh***

This early care education course is designed to enable P-5 teachers to develop a basic understanding of the scientific principles of the life and earth sciences. The course with lab included will emphasize lecture material and hands-on experiences to enhance the quality and quantity of science taught to young students. (\*This course will not serve as a science lab course or as a science elective.) **Prerequisite:** RDG 099 or Placement

### ***ISC 202 Physical Science and Astronomy***

***5qh***

This early care education course is designed to enable P-5 teachers to develop a basic understanding of the scientific principles of the physical sciences and astronomy. The course with lab included will emphasize lecture material and hands-on experiences to enhance the quality and quantity of science taught to young students. (\*This course will not serve as a science lab course or as a science elective.) **Prerequisite:** RDG 099 or Placement.

## **Kinesiology**

### ***KIN 200 Introduction to Kinesiology***

***5qh***

This course is an introduction to the field of kinesiology. Including the history, importance, and philosophy of physical activity. Areas of study will include motor behavior, sport and exercise psychology and sociology of physical activity, biomechanics, physiology, and careers and professions in kinesiology, exercise science, and physical activity.

### ***KIN 210 Structural Kinesiology***

**5qh**

This course is a study of the anatomical structures, biological systems, and physical principles of kinesiology as they relate to human movement during physical activities. **Pre-requisite:** BIO 207 with a grade of “C” or better.

### ***KIN 220 Exercise Biochemistry***

**5qh**

This course is an introduction to human metabolism and bioenergetics with an emphasis on adaptations brought on by exercise and nutrition. **Prerequisite:** CHE 121 with a grade of “C” or better.

### ***KIN 250 Strength and Conditioning***

**5qh**

This course is designed to teach the scientific principles involved in design, implementation, and of individual and sport specific testing in strength and conditioning programs. **Prerequisite:** KIN 210 with a grade of “C” or better.

### ***KIN 255 Essentials of Athletic Healthcare***

**5qh**

This course is designed to provide information on basic injury prevention, identification, and rehabilitation and overall healthcare for recreational and competitive athletes. **Prerequisite:** KIN 210 with a grade of “C” or better.

## **Management**

### ***MGT 210 Introduction to Management and Organization***

**5qh**

This course is a study of the structure of business firms and the principles of organization that determine departmentalization and lines of authority and responsibility. Management principles and functions of management together with planning, organizing, and controlling are studied.

### ***MGT 232A Introduction to Human Resources Management***

**5qh**

This course is an introduction to human resources; major human resources problems and issues; policies and practices in the human resources field; application of theory in selecting, developing, rewarding and utilizing human resources.

### ***MGT 240 Introduction to Materials Management***

**5qh**

This course is an introduction to the basic concepts of materials management. The course will include concepts applied in, purchasing, inventory management, demand management, master scheduling, MRP, capacity management, production planning and control, purchasing, logistics, continuous improvement, and TQM. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 094 or higher with a grade of “C” or better.

### ***MGT 252 Small Business Management***

**5qh**

This course explores the place of the small business enterprise in the national economic scene, the method of establishing such a venture, the operation of the small business, and problems confronting the entrepreneur in small business.

## **Mathematics**

### ***MAT 009 Support for College Algebra***

**3qh**

#### **Institutional credit only**

This course is to be taken **concurrently with MAT 109S (College Algebra with Support)** on the same campus. Background topics which are necessary for a student to successfully complete College Algebra will be covered. **Prerequisite:** Completion of MAT 094 with a grade of “C” or better or placement in MAT 095 and/or recommendation of the Math Division Chair or Academic Dean.

***MAT 094 College Prep I***  
**Institutional credit only**

**5qh**

Review of basic algebra skills including operations on integers, rational numbers, real numbers and complex numbers; simplifying and operating with terms/polynomials, and solving single and multi-variable linear equations, and graphing linear equations. Successful completion or exemption of the MAT 094/MAT 095 sequence fully prepares the student for college level math. **Prerequisite:** Placement by examination and/or recommendation of the Division Chair of Mathematics or the Academic Dean.

***MAT 095 College Prep II***  
**Institutional credit only**

**5qh**

Review of basic algebra skills including: factoring, graphing quadratic polynomials, solving quadratic equations, simplifying rational expressions, solving rational equations, simplifying radical expressions, and solving radical equations. Successful completion or exemption of the MAT 094/MAT 095 sequence fully prepares the student for college level math **Prerequisite:** Placement by examination and/or recommendation of the Division Chair of Mathematics or the Academic Dean, or completion of MAT 094 with a grade of "C" or better.

***MAT 103 Quantitative Reasoning***

**5qh**

This course places quantitative reasoning skills in the context students are likely to encounter. It emphasizes processing information in context from a variety of representations. Topics include logic, basic probability, data analysis, and modeling from data. This course is not intended to supply sufficient algebraic background for students who intend to take precalculus or the calculus sequence. **This course may not be taken by math or middle grades education majors for the Area A2 core curriculum requirement.** **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 094 with a grade of "C" or better.

***MAT 109 College Algebra/MAT 109S College Algebra with Support***

**5qh**

This course is a symbolically intensive, functional approach to algebra that incorporates the use of appropriate technology and application problems. Topics include the study of linear, quadratic, exponential and logarithmic functions, the real number axioms, equations, inequalities and systems of equations. Students with credit for Precalculus (MAT 112) or higher may not take College Algebra. **Prerequisite:** Satisfactory score on the math placement exam or completion of MAT 095 with a grade of "C" or better.

***MAT 110 Plane Trigonometry***

**5qh**

The study of basic trigonometric functions, graphs of trigonometric functions, identities, right triangles, the law of sines, the law of cosines, oblique triangles and their areas. **Prerequisite:** By placement.

***MAT 111 Survey of Calculus***

**5qh**

A course is a brief survey of the key elements of elementary calculus with emphasis on the application of calculus to problems in management and economics. **Prerequisite:** By placement.

***MAT 112 Precalculus***

**5qh**

This course is an in-depth study of topics in algebra and trigonometry, which are essential for an understanding of calculus. Topics include the study of polynomial, rational, exponential, logarithmic, and trigonometric functions, and the conic sections. **Prerequisite:** By placement.

***MAT 200 Applied General Probability & Statistics***

**5qh**

This course is an overview of the ideas and concepts that is basic to modern statistics. Topics include descriptive statistics, probability, estimation, hypothesis testing, and linear regression. Students will be exposed to applications from a variety of fields. **Prerequisite:** Completion of Quantitative Skills mathematics with a grade of "C" or higher.



***MAT 201 Calculus I******6qh***

This course will involve the study of limits, continuity, the derivative, applications of the derivative, definite and indefinite integrals, and the Fundamental Theorem of Calculus. **Prerequisite:** "C" or better in MAT 112 or by permission.

***MAT 202 Calculus II******6qh***

This course will involve the study of applications of integrals that include the study of area and volume; integration techniques to include exponential, logarithmic, hyperbolic and inverse trigonometric functions; improper integrals; and infinite series and sequences. **Prerequisite:** MAT 201

***MAT 203B Multivariable Calculus (Calculus III)******6qh***

This course will involve the study of vectors, partial derivatives, multiple integrals and their applications, Greene's and Stokes' Theorems. **Prerequisite:** MAT 202

***MAT 208 Foundations of Numbers and Operations******5qh***

This course is an Area F introductory mathematics course for Early Childhood Education majors. This course will emphasize the understanding and use of the major concepts of number and operations. As a general theme, strategies of problem solving will be used and discussed in the context of various topics. This course may only be used to satisfy the Area F requirement for Early Childhood Education or General Studies majors. **Prerequisite:** Completion of Quantitative Skills mathematics with a grade of "C" or higher.

***MAT 211 Introduction to Linear Algebra******5qh***

This course is an introduction to the computational and theoretical aspects of vectors, systems of linear equations, matrices, determinants, vector spaces, eigenvalues and eigenvectors. **Prerequisite:** "C" or better in MAT 201

***MAT 213 Ordinary Differential Equations******5qh***

This course is an introduction to first and higher order ordinary differential equations (ODE) and applications, series solutions of ODE, Laplace transforms, systems of first order differential equations and numerical solutions of ODE. **Prerequisite:** "C" or better in MAT 202

***MAT 225 Discrete Mathematics******5qh***

This course is an introduction to discrete mathematics with an emphasis on topics that are applicable to computer science. Topics include, formal logic, propositional logic, predicate logic, mathematical reasoning, proof techniques, graphs, trees, sets, functions, relations, counting techniques, and algorithms. **Pre-requisite:** "C" or better in MAT 112 or 201.

## **Military Science**

***MPE 204 Cardio-Respiratory Fitness I******2qh***

A course designed to develop cardio-respiratory fitness by focusing on physical strength building and aerobics of Cadets in the Early Commissioning Program.

***MPE 205 Cardio-Respiratory Fitness II******2qh***

This course continues to improve cardio-respiratory fitness developed in PED 204 by focusing on physical strength building and aerobics of Cadets in the Early Commissioning Program.

***MSD 101C Leadership and Personal Development******1qh***

MSD 101C Introduces cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of the life skills such as critical thinking, goal setting, time management, physical fitness, and stress management relate to leadership, officership, and the Army profession.



The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture understanding of ROTC, its purpose in the Army, and its advantages for the student.

### ***MSD 102C Introduction to Tactical Leadership I***

***1qh***

MSD 102C overviews leadership fundamentals such as setting direction, problem solving, listening, presenting briefs, providing feedback, and using effective writing skills. Cadets will explore dimensions of leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises.

### ***MSD 103C Introduction to Tactical Leadership II***

***1qh***

MSD 103C is a continuation of MSD 102C and overviews leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback, and using effective writing skills. You will explore dimensions of leadership values, attributes, skills and actions on the context of practical, hands-on, and interactive exercises.

### ***MSD 201C Innovative Team Leadership***

***2qh***

MSD 201C explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework (trait and behavior theories). Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises and participating in Leadership Labs. Focus is on continued development of the knowledge of leadership values and attributes through an understanding of Army rank, structure, and duties and basic aspects of land navigation and squad tactics. Case studies provide tangible context for learning the Soldier's Creed and Warrior Ethos as they apply in the Contemporary Operating Environment (COE).

### ***MSD 202C Foundations in Changing Environments I***

***2qh***

MSD 202C examines the challenges of leading tactical teams in the complex COE. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. Contemporary Operating Environment case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios.

### ***MSD 203C Foundations in Changing Environments II***

***2qh***

MSD 203C continues to build on MSD 202C coursework by continuing to examine the challenges of leading tactical teams in the complex COE. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. Cadets develop greater self-awareness as they assess their own leadership styles and practice communication and team building skills. COE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios.

### ***MSD 301C Adaptive Tactical Leadership***

***3qh***

MSD 301C challenges cadets to study, practice, and evaluate adaptive leadership skills as they are presented with the demands of preparing for the ROTC Leader Development Assessment Course (LDAC). Challenging scenarios related to small unit tactical operations are used to develop self-awareness and critical thinking skills. Cadets at the MSD III level begin to analyze and evaluate their own leadership values, attributes, skills, and actions. Primary attention is given to preparation for LDAC and the development of leadership abilities. Weekly requirements: three hours and a 2-hour leadership lab, plus required participation in ROTC program leadership development exercises.

### ***MSD 302C Leadership in Changing Environments I***

***3qh***

Cadets will be challenged to study, practice, and evaluate adaptive leadership skills as they are presented with the demands of the ROTC Leader Development Assessment Course (LDAC). Challenging scenarios related to small unit tactical operations are used to develop self-awareness and critical thinking skills. Cadets will receive systematic and specific feedback on their leadership abilities.

### ***MSD 303C Leadership in Changing Environments II***

***3qh***

MSD 303C is a continuation of MSD 302C. Cadets will be challenged to study, practice, and evaluate adaptive leadership skills as you are presented with the demands of the ROTC Leadership Development Assessment Course (LDAC). Challenging scenarios related to small unit tactical operations are used to develop self-awareness and critical thinking skills. Cadets will receive systematic and specific feedback on their leadership abilities.

### ***MSD 401C Developing Adaptive Leaders***

***3qh***

MSD 401C develops students proficiency in planning, executing, and assessing complex operations, functioning as a member of a staff, and providing leadership-performance feedback to subordinates. Students are given situation opportunities to assess risk, make ethical decisions, and provide coaching to fellow ROTC students. MSD IV cadets are measured by their ability both to give and receive systematic and specific feedback on leadership abilities. Cadets at the MSD IV level analyze and evaluate the leadership values, attributes, skills, and actions of MSDIII cadets while simultaneously considering their own leadership skills. Weekly requirements: three hours and a 2- hour leadership lab, plus required participation in ROTC program leadership development exercises.

### ***MSD 402C Leadership in a Complex World I***

***3qh***

402C refines student proficiency in planning, executing, and assessing complex operation, functioning as a member of a staff, and providing leadership performance feedback to subordinates. Students are given situational opportunities to assess risk, make ethical decisions, and provide coaching to fellow ROTC students. MSD IV cadets are measured by their ability both to give and receive systematic and specific feedback on leadership abilities. Cadets at the MSD IV level analyze and evaluate the leadership values, attributes, skills, and actions of MSD II cadets while simultaneously considering their own leadership skills. Attention is given to preparation for BOLC II and the development of leadership abilities. Students will participate in weekend FTX training events.

### ***MSD 403C Leadership in a Complex World II***

***3qh***

MSD 403C explores the dynamics of leading in the complex situations of current military operations in the Contemporary Operating Environment (COE). Cadets will examine differences in customs and courtesies, military law, principles of war, and rules of interacting with non-government organizations, civilians on the battlefield, and host nation support. The course places significant emphasis on preparing your for BOLC II and III, and your first unit of assignment. It uses case studies, scenario and "What Now, Lieutenant?" exercises to prepare you to face the complex ethical and practical demands of leading as a commissioned officer in the United States Army.

## **Music**

### ***MUS 101 Chorus***

***2qh***

GMC Chorus is open to all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

### ***MUS 102 Chorus***

***2qh***

GMC Chorus is open to all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

**MUS 103 Chorus****2qh**

GMC Chorus is open to all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

**MUS 104 Chorus****2qh**

GMC Chorus is open to all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

**MUS 105 Chorus****2qh**

GMC Chorus is open to all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

**MUS 106 Chorus****2qh**

GMC Chorus is open all interested students who want to sing for enjoyment while continuing to develop their musical knowledge and vocal skills. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Performances may include concerts in and around campus.

**MUS 191 Music Appreciation I****2qh**

This course is an historical study of the types and forms of music as a means of increasing students' understanding and enjoyment of music.

**MUS 192 Music Appreciation II****2qh**

This class is a continuation of MUS 191.

**MUS 193 Music Appreciation III****2qh**

This class is a continuation of MUS 192.

**MUS 194 Music Appreciation****5qh**

This course is an historical study of the types and forms of music as a means of increasing students' understanding and enjoyment of music. It is designed for general college student, as well as the freshman music major. MUS 191, 192, and 193 are combined and taught as one course.

**Nutrition****NTR 107 Nutrition I****2qh**

This course is an introduction to the principals of nutrition and health promotion, including the health promotion concept, dietary trends and guidelines, tools and methods, and food safety and labeling.

**NTR 108 Nutrition II****2qh**

This course is a study of energy in nutrition; the role of vitamins, minerals, and water; and weight management.

**NTR 109 Nutrition III****2qh**

This course is a study of nutrition throughout the life cycle, including nutrients of healthy mothers and infants, nutrition in childhood and adolescence, and nutrition and aging.

### ***NTR 110 Nutrition***

***5qh***

This course is designed to cover the measurement of diet and the role of nutrients in body function and throughout the life cycle in order to promote changes to increase life expectancy, to decrease cardiovascular disease, and to improve dietary patterns. (NTR 107, NTR 108, and NTR 109 combined, condensed, and taught in one single course).

## **Paralegal**

### ***PLG 110 Introduction to Law and Ethics***

***5qh***

This course is an introduction to the legal system and legal practice and principles. This course provides an overview of the legal system, the role of paralegals within the system, and law office procedures. The course also focuses on critical thinking, communication skills, case analysis, the laws of contracts and torts and ethical issues confronted by legal professionals. In addition, the course provides an overview of paralegal careers and employment techniques.

### ***PLG 120 Legal Research and Writing***

***5qh***

The course includes the regulation of practice and the skills necessary for successful practice. There will be an emphasis on computer skills necessary for the preparation of legal documents, which includes dictation, drafting, motions, complaints, and answers, and researching precedent. **Prerequisite:** ENG 101

### ***PLG 210 Civil Litigation***

***5qh***

Introduction to the jurisdiction and organization of the state and federal courts, to pleading and practice in civil cases in those courts. Students will be familiar with all phases of civil litigation including discover, trial preparation, rules of evident, and courtroom procedure. **Prerequisite:** PLG 110

### ***PLG 230 Family Law***

***5qh***

This course introduces issues that may arise in family law cases. This course will focus on the role of the paralegal in assisting the attorney in development and presentation of such cases, which include marriage, annulment, prenuptial agreements, divorce, division of property, adoption, child support, and child custody. Students will also have an understanding of ethical issues that may be relevant to family law. **Prerequisite:** PLG 110

### ***PLG 240 Introduction to Alternative Dispute Resolution***

***5qh***

This course is designed both to train the Alternative Dispute Resolution professional and to provide paralegals with alternative skills that strengthen their effectiveness as advocates. Negotiation, mediation, and arbitration techniques will be taught during this course. Issues in contracts, family law, and business transactions will be covered. **Prerequisite:** PLG 110

### ***PLG 250 Torts and Remedies***

***5qh***

This course is an introduction to civil liability resulting from breach duties. Subject matter focuses on intentional, negligence, and strict liability torts and theories of liability and recovery. Other subjects covered may include trespass to land, nuisance, assault, battery, products liability, invasion of privacy, defamation and injuries to business relationships. **Prerequisite:** PLG 110

## **Perspectives**

### ***PER 101 College Success***

***3qh***

College Success is the cornerstone of Georgia Military College's First Year Experience program. College Success introduces first-time GMC students to the foundational concepts of liberal arts education, critical thinking, and character development, to include the core values of duty, honor, and country, as well as to campus resources and opportunities. Additionally, College Success teaches effective study strategies to facilitate successful learning and rewarding college, career, and life experiences.

*This course is required for all degree-seeking students, except those who upon admission have successfully completed or transferred in 24-quarter hours or more of college-level courses and are in good academic standing according to GMC standards of academic progress. If not required, the student must meet all other degree requirements to include a minimum of 90-quarter hours, but are not required to take additional credits to replace PER 101, specifically, in their degree plan. Students who have credit for GMC 100a or GMC 101 may not receive credit for PER 101.*

### **PER 201 Critical Thinking and Character Development** **3qh**

This First Year Experience capstone course emphasizes the Georgia Military College mission to produce educated, contributing citizens through the development of critical thinking and reasoning skills.

**Prerequisites:** PLS 101, ENG 102, and PER 101 (unless the latter is waived according to policy)

*PER 201, the capstone course for the First Year Experience program, is required for graduation. Students who have credit for GMC 154, GMCA 154, or PER 102 may not receive credit for PER 201.*

## **Philosophy**

### **PHI 200 Introduction to Philosophy** **5qh**

This course is a first study of the major themes and issues of philosophy, as well as some of the world's greatest philosophers.

## **Physical Education**

### **PED 103 Beginning Badminton** **2qh**

A course designed to teach basic skills and rules of badminton.

### **PED 108 Bowling** **2qh**

This course is an introduction to the sport of bowling.

### **PED 111 Beginning Basketball** **2qh**

A course designed to teach the rules and basic skills in basketball.

### **PED 115 Beginning Golf** **2qh**

A course designed to introduce golf skills and fundamentals.

### **PED 118 Beginning Softball** **2qh**

A course designed to introduce the skills, strategy, and rules of softball.

### **PED 121 Beginning Tennis** **2qh**

A course designed to introduce the skills, strategies, and rules of tennis.

### **PED 124 Beginning Volleyball** **2qh**

A course designed to provide knowledge and skills necessary to enjoy recreational volleyball.

### **PED 125 Beginning Walking** **2qh**

A course in the theory and practice of walking.

### **PED 137 Jogging** **2qh**

A course in the theory and practice of jogging.

***PED 141 Beginning Weight Training******2qh***

A course in the theory and practice of weight training.

***PED 147 Fitness Swimming******2qh***

A course designed to introduce basic skills and knowledge for swimming effectively and safely. The course is designed to improve stroke efficiency and endurance for each student.

***PED 155 Beginning Step Aerobics******2qh***

A course in the theory and practice of aerobic exercise.

***PED 166 Yoga******2qh***

A course in the theory and practice of basic yoga posture, breathing practices, stretching and relaxation techniques as a method to improve flexibility, decrease stress and improve physical and mental wellbeing.

***PED 190 Officiating Basketball/Softball******2qh***

A course in officiating basketball and softball.

## Physics

***PHY 111 Introductory Physics I******6qh***

Part I of an introductory trigonometry based physics course. Topics include Mechanics, Waves, and Thermodynamics. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** MAT 110 or MAT 112

***PHY 112 Introductory Physics II******6qh***

Part II of an introductory trigonometry based physics course. Topics include Electromagnetism, Optics, and Modern Physics. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** PHY 111.

***PHY 211 Principles of Physics I******6qh***

Part I of an introductory course in calculus-based physics. Topics include mechanics, thermodynamics, and waves. Elementary differential and integral calculus will be used. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** ENG 099 and RDG 099 or placement; MAT 201 with a grade of "C" or better.

***PHY 212 Principles of Physics II******6qh***

Part II of an introductory course in calculus-based physics. Topics include electromagnetism, optics, and modern physics. Elementary differential and integral calculus will be used. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** ENG 099 and RDG 099 or placement; MAT 202 with a grade of "C" or better; PHY 211 with a grade of "C" or better.

## Physical Science

***PSC 101 Introduction to Physical Science I******6qh***

This course is an introductory course in the physical science drawing its material from the elements of physics and chemistry. Stress is given to the basic principles and laws of physical science. Not open to students who have college credit in chemistry or physics. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** Successful completion of MAT 095 or placement.

***PSC 102 Introduction to Physical Science II******6qh***

This course is an introduction to physical science, focusing on elements of astronomy, meteorology, oceanography, and geology. Emphasis is placed on examining the interrelationships of the forces acting upon the earth and its structures. Not open to students who have college credit in astronomy or geology. Lecture 4.5 hours; Laboratory 1.5 hours. **Prerequisite:** Successful completion of MAT 095 or placement.



## Political Science

### *PLS 101 Introduction to American Government*

5qh

This course is an introduction to national, state, and local government in the United States that examines the evolution of government from the writing of the U.S. Constitution to the modern day struggles of American politics. Special attention will be given to political development in the last thirty years. **This course satisfies legislative requirements for U. S. and Georgia Constitutions.**

### *PLS 200 Introduction to International Politics*

5qh

This course is an introduction to the contemporary international system. State and non-state actors and instruments used to achieve their objectives. Approaches to peace including arms control, international organizations and international law will be examined.

### *PLS 205 State and Local Governments*

5qh

This course is an introduction to state and local government that examines the types and forms of governments that exist. The primary focus will be the functions and problems of state and local governments. **Prerequisite:** PLS 101

### *PLS 210 Introduction to Comparative Politics*

5qh

This course is a comparative survey of the politics and structure of government in major nation-states and transnational governmental entities. Students will develop a solid foundation for analyzing politics and government through a comparative perspective by observing how different political institutions and behaviors produce different outcomes. There will be an emphasis on analysis and critical thinking.

**Prerequisite:** PLS 101

### *PLS 215 Introduction to Public Administration*

5qh

This course is a survey of the field of public administration. Students will evaluate and discuss the various theories of public administration, evaluate program and policy effectiveness, analyze the budgeting and managing processes, and discuss the interactions between the bureaucracy and the other institutions of government. **Prerequisite:** PLS 101

## Psychology

### *PSY 200 Introduction to Psychology*

5qh

The course is a study of general psychology that includes the fundamental theories of psychology, the relationship of psychology to other disciplines and the application of psychology to human relations.

### *PSY 203 Human Growth and Development*

5qh

This course is the study of the various areas of human development from conception to old age and death.

### *PSY 205 Psychology of Adjustment*

5qh

This course is a study of the fundamental principles of good mental health. Normal and abnormal reactions to stress and conflict are examined, with an emphasis on healthy techniques of adjustment.

### *PSY 207 Educational Psychology*

5qh

This course is a study of the application of behavioral science to issues related to teaching and student learning with a focus on the cognitive and emotional learning of children and adolescents.



### ***PSY 210 Abnormal Psychology***

***5qh***

Abnormal Psychology is an overview of the field of clinical psychology including a review of the history of psychological disorders and current identification, etiology, and treatment of a wide range of psychological disorders representing a range of theoretical perspectives.

### ***PSY 230 Research Methods for the Behavioral Sciences***

***5qh***

This course is a comprehensive study of the diverse research methodologies used in the behavioral sciences. Students are taught how to design and implement experimental and non- experimental studies. Students will be required to conduct a research project. Research ethics are emphasized at all stages of the research process. Upon completion of the course, students are able to evaluate critically experimental research and non-experimental quantitative and qualitative research with regard to not only the design, implementation, and interpretation of behavioral studies, but also the ethics of research. **Prerequisites:** PSY 200 and MAT 200.

## **Reading**

### ***RDG 099 LSS Reading***

***5qh***

#### **Institutional credit only**

This course is for students needing supplemental preparation in basic reading. **Prerequisite:** Placement by examination and/or recommendation of the Division Chair of Humanities or the Academic Dean.

## **Religion**

### ***REL 210 Old Testament***

***5qh***

This course is a study of the nature, content, and problems of the Old Testament literature with emphasis given to historical data, literary forms and outstanding personalities.

### ***REL 213 New Testament***

***5qh***

This course is a study of the nature, content, and problems of the New Testament literature with emphasis given to historical data, literary forms and outstanding personalities and usage in the early Christian community.

### ***REL 220 World Religions***

***5qh***

This course is a study of the origins, beliefs, development, and cultural significance of major world religions.

### ***REL 225 Religion in America***

***5qh***

This course is a survey of major religion patterns and developments in the United States from colonial period to present. It has an emphasis on development of Western and non-Western religious bodies.

## **Social Work**

### ***SWK 101 Careers in Social Work***

***5qh***

This course focuses on the various roles and functions that social workers perform and highlights the dynamism and vitality of the social work profession. It offers practical information about jobs available in specific service areas; the course will cover the spectrum of social work roles and functions, the nature of the social work practice, and best career opportunities for the future. Interdisciplinary relationships, technology, and the unique qualities of social work are all highlighted.

### ***SWK 150 Self-Awareness and Professional Development***

***5qh***

This course is designed to address self-awareness and effective learning that is necessary to become effective and professional social work practitioners. Further, it is to enhance students' development of self and the use of self to empower others in social work practice. The students will examine their identity, interpersonal relationship skills, problem-solving skills, styles of communication, and value system. **Prerequisite:** SWK 101

### ***SWK 200 Introduction to Social Work***

***5qh***

This is the second introductory course to the field of Social Welfare and the Social Work Profession. It provides a foundation for the Social Work Program and helps students decide if they are interested in pursuing further study. This course explores a wide range of human problems, intervention strategies and professional practice choices from a generalist perspective. This course also focuses on the problem solving process for people at risk from a system's perspective. **Pre-requisites:** SWK 101 and SWK 150

## **Sociology**

### ***SOC 200 Introduction to Sociology***

***5qh***

This course is the study of human society, the nature of culture and its organizations. Applications of communication, socialization, mobility, and population growth are analyzed. It is a comprehensive study of research methods, theories, and principle findings in the field of sociology.

### ***SOC 205 Social Problems***

***5qh***

An analysis of a diversified society in relation to social events that occur in contemporary society. Changes in social norms, social goals, and values are a primary concern. An understanding of social disorganization as it applies to family, economics, religion and other social institutions.

### ***SOC 206 Juvenile Delinquency and Procedures***

***5qh***

This course is a detailed examination of juvenile delinquency in the United States. Course topics will include social causes, apprehension and processing, court procedures, and rehabilitation.

### ***SOC 207 The Family***

***5qh***

This course is the study of the family as a basic social institution. Course includes alternative behaviors in contemporary family life, changes in family patterns, and marital adjustments and challenges.

## **Spanish**

### ***SPA 101 Elementary Spanish I***

***5qh***

This is a course for beginners, covering the elements of Spanish grammar, pronunciation, composition, translation, and reading.

### ***SPA 102 Elementary Spanish II***

***5qh***

This course is a continuation of the study of Spanish grammar, pronunciation, composition, translation, and reading begun in SPA 101. **Prerequisite:** SPA 101.

### ***SPA 201 Intermediate Spanish I***

***5qh***

This course is designed to continue listening, speaking, reading, and writing in Spanish with further study of the culture of Spanish speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is continuation of SPA 102. **Prerequisite:** SPA 102.

### ***SPA 202 Intermediate Spanish II***

***5qh***

This course is designed to continue listening, speaking, reading, and writing in Spanish with further study of the culture of Spanish speaking regions. Basic pronunciation, conversation, and structure are stressed. This course is a continuation of SPA 201. **Prerequisite:** SPA 201.

## **Theater**

### ***THE 101 Introduction to Acting***

***5qh***

This course focuses on the Stanislavski technique. Utilizing non-dialog driven scenes, students will study moment-to-moment behavior as well as layer urgency, obstacles, physical endowments, and tactics within that behavior.

### ***THE 194 Introduction to Theater***

***5qh***

In this course, students will investigate the process of theater. Focusing on the roles and skills of theater artists, students will also gain a practical understanding and awareness of theater history, its playwrights, and processes.

## **Wellness**

### ***WEL 154 Wellness***

***2qh***

This course provides information about the benefits of an active lifestyle, good nutrition, and stress management. It provides techniques for assessing health fitness and gives the student an opportunity to develop and implement safe and effective personal programs; and participate in structured physical activities relevant to effective personal fitness plans.

# Bachelor of Applied Science Degree Programs

## Business Management, Bachelor of Applied Science (BAS)

This degree program is offered at the Augusta, Fairburn, Fayetteville, Milledgeville, and Global Online Campuses. **Note: All students accepted into GMC's BAS degree programs also have the option to complete coursework online.**

		Quarter Hours
<b>Area A1</b>	<b>COMMUNICATION SKILLS</b>	
	English Composition I (ENG 101)	5
	English Composition II (ENG 102)	5
<b>Area A2</b>	<b>QUANTITATIVE SKILLS</b>	
	Quantitative Reasoning (MAT 103), College Algebra (MAT 109), Pre- Calculus (MAT 112)	5
<b>Area B</b>	<b>INSTITUTIONAL OPTIONS</b>	
	Perspectives 201 – Critical Thinking and Character Education <sup>1</sup>	3
<b>Area C</b>	<b>HUMANITIES, FINE ARTS, AND ETHICS</b>	
	One 200 level Literature Course <sup>2</sup>	5
<b>Area D</b>	<b>NATURAL SCIENCES, MATHEMATICS, AND TECHNOLOGY</b>	
	Statistics (MAT 200)	5
	Elective from the following: Biology, Chemistry, Computer Information Systems, Mathematics, Physics, or Physical Science	5/6
<b>Area E</b>	<b>SOCIAL SCIENCES</b>	
	American History I or II (HIS 121 or 122) <sup>3</sup>	5
	Introduction to American Government (PLS 101) <sup>4</sup>	5
	Elective from the following: Economics, History, Philosophy, Political Science, Psychology, Religion, or Sociology	5
<b>CORE HOURS</b>		<b>48/49</b>
<b>Area F</b>	<b>TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major</b>	
	Transfer credit from AAS (listed separately)	
	Additional courses*	
		<b>62/68</b>
<b>COURSES IN THE MAJOR</b>		
	BSM 310, Managerial Accounting	5
	BSM 315, Advanced Business Communications	5
	BSM 325, Organizational Development	5
	BSM 340, Operations Management	5
	BSM 355, Organizational Leadership	5
	BSM 400, Management Information Systems	5

	BSM 410, Financial Management	5
	BSM 420, Quality Management Systems	5
	BSM 460, Marketing for Managers	5
	BSM 470, Project Management	5
	BSM 480, Strategic Management	5
	2 Electives: BSM 425, Introduction to Lean/Six Sigma; BSM 430, Principles of Supply Chain Management; BSM 435, Principles of Logistics Management; BSM 440, International Business; BSM 450, Team Management	10
	BSM 499 - Capstone: Business Management Project	5
<b>300/400 LEVEL</b>		<b>70</b>
<b>TOTAL HOURS FOR BAS DEGREE PROGRAM</b>		<b>180/187</b>

<sup>1</sup>PER 201 Prerequisites: PLS 101, ENG 102, and PER 101

<sup>2</sup> Students must successfully complete the Global Literacy Competency by passing a World Literature course in Area C, OR by passing a World History course or a World Civilization course in the Area E elective.

<sup>3</sup> All students must satisfy mandated requirements that the student demonstrates knowledge of the History of the United States and the State of Georgia. Students not completing American History I or II from a Georgia institution may meet this requirement by successfully passing the specialized subject-matter tests through the Testing Coordinator at their campus.

<sup>4</sup> All students must satisfy mandated requirements that the student demonstrates knowledge of the Constitutions of the United States and the State of Georgia. Students not completing Introduction to American Government from a Georgia institution may meet this requirement by successfully passing the specialized subject-matter tests through the Testing Coordinator at their campus.

\*Students not transferring in a minimum of 62 quarter hours of approved transfer credit for Area F, Technical/Occupational courses appropriate to the degree, are required to take additional courses that will enhance the managerial path to make up for the deficiency.

## Supervision and Management, Bachelor of Applied Science (BAS)

This degree program is offered at the Augusta, Fairburn, Fayetteville, Milledgeville, and Global Online Campuses. **Note: All students accepted into GMC's BAS degree programs also have the option to complete coursework online.**

		Quarter Hours
<b>Area A1</b>	<b>COMMUNICATION SKILLS</b>	
	English Composition I (ENG 101)	5
	English Composition II (ENG 102)	5
<b>Area A2</b>	<b>QUANTITATIVE SKILLS</b>	
	Quantitative Reasoning (MAT 103), College Algebra (MAT 109), Pre- Calculus (MAT 112)	5
<b>Area B</b>	<b>INSTITUTIONAL OPTIONS</b>	
	Perspectives 201 – Critical Thinking and Character Education <sup>1</sup>	3
<b>Area C</b>	<b>HUMANITIES, FINE ARTS, AND ETHICS</b>	
	One 200 level Literature Course <sup>2</sup>	5
<b>Area D</b>	<b>NATURAL SCIENCES, MATHEMATICS, AND TECHNOLOGY</b>	
	Statistics (MAT 200)	5
	Elective from the following: Biology, Chemistry, Computer Information Systems, Mathematics, Physics, or Physical Science	5/6
<b>Area E</b>	<b>SOCIAL SCIENCES</b>	
	American History I or II (HIS 121 or 122) <sup>3</sup>	5
	Introduction to American Government (PLS 101) <sup>4</sup>	5
	Elective from the following: Economics, History, Philosophy, Political Science, Psychology, Religion, or Sociology	5
<b>CORE HOURS</b>		<b>48/49</b>
<b>Area F</b>	<b>TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major</b>	
	BUS 204, Business Communications	5
	BUS 206A, Legal Environment of Business	5
	Transfer credit from AAS (listed separately)	
	Additional courses*	
		<b>72/78</b>
<b>COURSES IN THE MAJOR</b>		
	BSM 300, Principles of Management and Organizations	5
	BSM 310, Managerial Accounting	5
	BSM 320, Organizational Behavior	5
	BSM 330, Human Resources Management	5
	BSM 340, Operations Management	5
	BSM 350, Leadership and Management Practices	5
	BSM 400, Management Information Systems	5
	BSM 410, Financial Management	5

	BSM 420, Quality Management Systems	5
	BSM 480, Strategic Management	5
	1 Elective: BSM 425, Introduction to Lean/Six Sigma; BSM 430, Principles of Supply Chain Management; BSM 435, Principles of Logistics Management; BSM 440, International Business; BSM 450, Team Management; BSM 460, Marketing for Managers; BSM 470. Project Management	5
	BSM 498 - Capstone: Supervision and Management Project	5
<b>300/400 LEVEL</b>		<b>60</b>
<b>TOTAL HOURS FOR BAS DEGREE PROGRAM</b>		<b>180/187</b>

<sup>1</sup>PER 201 Prerequisites: PLS 101, ENG 102, and PER 101

<sup>2</sup> Students must successfully complete the Global Literacy Competency by passing a World Literature course in area **C**, OR by passing a World History course or a World Civilization course in the area **E** elective.

<sup>3</sup> All students must satisfy mandated requirements that the student demonstrates knowledge of the History of the United States and the State of Georgia. Students not completing American History I or II from a Georgia institution may meet this requirement by successfully passing the specialized subject-matter tests through the Testing Coordinator at their campus.

<sup>4</sup> All students must satisfy mandated requirements that the student demonstrates knowledge of the Constitutions of the United States and the State of Georgia. Students not completing Introduction to American Government from a Georgia institution may meet this requirement by successfully passing the specialized subject-matter tests through the Testing Coordinator at their campus.

\*Students not transferring in a minimum of 62 quarter hours of approved transfer credit for Area F, Technical/Occupational courses appropriate to the degree, are required to take additional courses that will enhance the managerial path to make up for the deficiency.



## Supply Chain Management and Logistics, Bachelor of Applied Science (BAS)

This degree program is offered at the Augusta, Fairburn, Fayetteville, Milledgeville, Global Online, and Warner Robins campuses. **Note: All students accepted into GMC's BAS degree programs also have the option to complete coursework online.**

		Quarter Hours
<b>Area A1</b>	<b>COMMUNICATION SKILLS</b>	
	English Composition I (ENG 101)	5
	English Composition II (ENG 102)	5
<b>Area A2</b>	<b>QUANTITATIVE SKILLS</b>	
	Quantitative Reasoning (MAT 103), College Algebra (MAT 109), Pre- Calculus (MAT 112) or higher	5
<b>Area B</b>	<b>INSTITUTIONAL OPTIONS</b>	
	Perspectives 201 – Critical Thinking and Character Education <sup>1</sup>	3
<b>Area C</b>	<b>HUMANITIES, FINE ARTS, AND ETHICS</b>	
	One 200 level Literature Course <sup>2</sup>	5
<b>Area D</b>	<b>NATURAL SCIENCES, MATHEMATICS, AND TECHNOLOGY</b>	
	Statistics (MAT 200)	5
	Elective from the following: Biology, Chemistry, Computer Information Systems, Mathematics, Physics, or Physical Science	5/6
<b>Area E</b>	<b>SOCIAL SCIENCES</b>	
	American History I or II (HIS 121 or 122) <sup>3</sup>	5
	Introduction to American Government (PLS 101) <sup>4</sup>	5
	Elective from the following: Economics, History, Philosophy, Political Science, Psychology, Religion, or Sociology	5
<b>CORE HOURS</b>		<b>48/49</b>
<b>Area F</b>	<b>TECHNICAL/OCCUPATIONAL COURSES Appropriate to Major</b>	
	Transfer credit from AAS (listed separately)	
	Additional courses*	
		<b>62/68</b>
<b>COURSES IN THE MAJOR</b>		
	BSM 310, Managerial Accounting	5
	BSM 340, Operations Management	5
	BSM 345, Purchasing and Global Sourcing	5
	BSM 400, Management Information Systems	5
	BSM 410, Financial Management	5
	BSM 420, Quality Management Systems	5
	BSM 430, Principles of Supply Chain Management	5

	BSM 435, Principles of Logistics Management	5
	BSM 437, Warehouse and Distribution Management	5
	BSM 440, International Business	5
	BSM 470, Project Management	5
	BSM 480, Strategic Management	5
	<b>1 Elective:</b> BSM 425, Introduction to Lean/Six Sigma; BSM 320, Organizational Behavior; BSM 330, Human Resource Management; BSM 355, Organizational Leadership; BSM 460, Marketing for Managers; BSM 450, Team Management	5
	BSM 497 - Capstone: Supply Chain Management and Logistics Project	5
<b>300/400 LEVEL</b>		<b>70</b>
<b>TOTAL HOURS FOR BAS DEGREE PROGRAM</b>		<b>180/187</b>

<sup>1</sup>PER 201 Prerequisites: PLS 101, ENG 102, and PER 101

<sup>2</sup>Students must successfully complete the Global Literacy Competency by passing a World Literature course in Area C, OR by passing a World History course or a World Civilization course in the Area E elective.

<sup>3</sup>All students must satisfy mandated requirements that the student demonstrates knowledge of the History of the United States and the State of Georgia. Students not completing American History I or II from a Georgia institution may meet this requirement by successfully passing the specialized subject-matter tests through the Testing Coordinator at their campus.

<sup>4</sup>All students must satisfy mandated requirements that the student demonstrates knowledge of the Constitutions of the United States and the State of Georgia. Students not completing Introduction to American Government from a Georgia institution may meet this requirement by successfully passing the specialized subject-matter tests through the Testing Coordinator at their campus.

\*Students not transferring in a minimum of 62 quarter hours of approved transfer credit for Area F, Technical/Occupational courses appropriate to the degree, are required to take additional courses that will enhance the managerial path to make up for the deficiency.

# COURSES OFFERED in BAS Degree Programs

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**NOTE:** The BAS programs at Georgia Military College are 4-year programs and require acceptance into those programs in order to be eligible to take 300 and 400 level courses. The courses listed below are **ONLY** applicable to the BAS degree programs.

## ***BSM 300 Principles of Management and Organization*** **5qh**

This course is a study of the structure of business firms and the principles of organizations that determine departmentalization and lines of authority and responsibility. Management principles and functions of management together with planning, leading, organizing, and controlling and staffing are studied.

## ***BSM 310 Managerial Accounting (Non-Accounting Majors)*** **5qh**

This course addresses the use of accounting information by non-financial managers. Emphasis is placed on the interpretation of accounting information and the language of financial accounting to participate effectively in business activities such as planning, investment, control, and managerial decision.

**Prerequisite:** Any Area A2 math with a grade of "C" or better.

## ***BSM 315 Advanced Business Communications*** **5qh**

This course addresses the importance of excellent communication skills in the workplace. Emphasis is placed on effective and efficient business report writing and presentations that integrate business decision-making and analytical thinking skills into the content.

## ***BSM 320 Organizational Behavior*** **5qh**

This course integrates the study of individual and group behavior in organizations including motivation, conflict, work stress, power, politics and other challenges of leadership. Emphasis is on ethics, leadership, communication, and decision-making.

## ***BSM 325 Organizational Development*** **5qh**

This course analyzes the forces that drive organizations to change, examines barriers to change, and presents approaches for managers to consider in order to make organizational change more effective. An understanding of change processes and practical skills for becoming an effective change agent will be covered.

## ***BSM 330 Human Resources Management*** **5qh**

This course examines all aspects of human resources including job descriptions, work force planning, training, development policies and procedures, reward systems, and due process relative to personnel management. Employment laws and labor relations will also be covered.

## ***BSM 340 Operations Management*** **5qh**

This course describes the scope of operations management and how it pertains to the whole organization. Qualitative principles and techniques to effective planning and utilization of resources in the operations of manufacturing, research and services are emphasized. Topics include operations strategy, change management, product design, process selection, and planning and controlling the supply chain.

## ***BSM 345 Purchasing and Global Sourcing*** **5qh**

This course examines the role and activities of strategic sourcing and operational purchasing. It addresses purchasing operations and structures, strategic sourcing processes and the critical supply chain elements of managing supply chain inventory, information systems, and supplier performance. It will cover inventory control, purchase orders, the importance of documentation, plus purchasing procedures.

### ***BSM 350 Leadership and Management Practices***

***5qh***

This course presents concepts, principles, and techniques of business leadership. Emphasis will be on developing a solid leadership foundation while centering on the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate a basic leadership skill development as it relates to the core aspects of the management practice.

### ***BSM 355 Organizational Leadership***

***5qh***

This course will present the development of leadership theories from trait, skill, style, situational, and contingency constructs and their utilization by managers and leaders. The content will emphasize the importance the role of both leaders and followers and their interaction with organizational culture and effective performance.

### ***BSM 400 Management Information Systems***

***5qh***

This course covers essential business aspects of information systems such as networks, databases, the internet, management reporting, and information ethics. Students will examine the use of management information systems, which will include fundamentals of computer-based technology and the use of business-based software for support of managerial decisions.

### ***BSM 410 Financial Management (For Non-Finance Majors)***

***5qh***

This is an introductory course in financial analysis and decision-making from a management perspective. Topics include financial statement analysis, financial planning, time, value of money with analysis and computation tools, cash flow analysis, risk and rates of return, asset valuation, capital budgeting, and miscellaneous financial decision-making tools and methods. **Prerequisite:** ACC 202 or BSM 310.

### ***BSM 420 Quality Management Systems***

***5qh***

This course will examine the continuous quality management and improvement philosophy. Topics will include quality assessment, lean manufacturing, six-sigma, quality processes, techniques for charting attribute and variable data, statistical process control, and total quality management. **Prerequisite:** MAT 200 with a grade of "C" or higher.

### ***BSM 425 Introduction to Lean/Six Sigma***

***5qh***

This course provides an introduction to the first five phases of the Six Sigma process which are define, measure, analyze, improve, and control. The material will emphasize the importance of developing a clear definition of the scope of any Six Sigma process and use the SIPOC in determining that scope, as well as the use of certain tools in that process. The course will also illustrate the use of selected tools in the measure phase of the Six Sigma process and the statistical models used in these tools. It will provide the necessary tools to develop data analysis techniques designed to enable the student to sustain and maintain process improvement solutions. This course is only applicable to the BAS programs. **Prerequisite:** MAT 200 with a grade of "C" or higher.

### ***BSM 430 Principles of Supply Chain Management***

***5qh***

This course provides a general knowledge of Supply Chain Management (SCM) and the associated functions necessary for efficient, cost effective delivery of goods and services to customers. Technology, tools, and practices of modern integrated materials management and logistics are examined. Topics include, master scheduling, materials requirements planning, scheduling, enterprise resource planning, purchasing, distribution requirements planning, just-in-time, and inventory management. **Prerequisite:** BSM 340 with a grade of "C" or higher.

### ***BSM 435 Principles of Logistics Management***

***5qh***

This course is an analysis of the logistics function as a total system including inventory, transportation, order processing, warehousing, material handling, location of facilities, customer service, and packaging. Trade-offs and the interaction of various system components are explored.

***BSM 437 Warehousing and Distribution Management******5qh***

This course will examine the various concepts and theories involved in the effective management of an organization's warehousing and distribution systems. Topics will include warehouse layout and design, storage and handling techniques, distribution strategies, distribution requirements planning (DRP), distribution ERP systems (WMS), performance metrics, customer service considerations, and safety concerns across various types of distribution facilities. **Prerequisite:** BSM 430

***BSM 440 International Business******5qh***

This course is designed as an overview of the principle aspects of conducting international business. Domestic and international business political and legal environments are studied. Topics include, international trade theory, foreign exchange, export and import strategies, negotiations and diplomacy, and human resource management in the global marketplace.

***BSM 450 Team Management******5qh***

This course will examine team building, two-way communication and feedback, participative management techniques, motivation, small group processes, group decision support, employee empowerment, employee involvement, group dynamics, and change management. The course also covers skills in employee evaluations, recognition, rewards, and people management strategies.

***BSM 460 Marketing for Managers******5qh***

This course helps develop the marketing knowledge and skills necessary for the successful management of an organization. Students will research and discuss marketing concepts, including the development and execution of marketing strategies. The course will focus on formulating a marketing strategy for a variety of enterprises including business-to-business, business-to-government, and public service organizations.

***BSM 470 Project Management******5qh***

This course is a general introductory class in project management designed to give students an exposure in general project management concepts. This course is meant to provide students with a framework on which to build project management knowledge. Concepts will include Gantt charts, PERT charts, Critical Path and Critical Chain methods, and understanding how to develop a project budget.

***BSM 480 Strategic Management******5qh***

This course covers the strategic planning process from identifying and engaging internal and external stakeholders to the development of a mission statement and identification of goals, objectives, and activities. Topics include, environmental analysis, organizational direction, strategy formulation and implementation, and strategic management theory. **Prerequisite:** Senior level status required.

***BSM 497 Capstone: Supply Chain Management and Logistics Project******5qh***

This course serves as the capstone for the Supply Chain Management and Logistics major. The course will provide an opportunity for students to apply academic concepts learned in the program core courses to real-world cases. Students will identify the business problem(s) within a case study and provide valid solutions centered around supply chain management concepts. Students will be required to write a formal written report and presentation that provides their solutions. Case study oriented. This course should be taken in the final quarter. **Prerequisite:** BSM 430

***BSM 498 SAM Capstone Project******5qh***

This course serves as the capstone for the Supervision and Management major. The course will provide an opportunity for students to apply academic concepts learned in the program core courses to real-world cases. Students are expected to complete and present a performance management plan or a business proposal. Case study oriented. Project must be approved by the instructor. This course is taken in the student's final quarter. **Prerequisites:** BSM 310 and BSM 420

***BSM 499 BM Capstone Project******5qh***

This course serves as the capstone for the Business Management program major. The course will provide an opportunity for students to apply the academic concepts learned in the program core courses to assess an organization. Three major components will be addressed: 1) the strategic analysis of an organization, 2) the development of a forward-looking strategy with competitive, ethical, and global considerations, and 3) the development of an implementation plan. Project must be approved by the instructor. This course is taken in the student's final quarter. **Prerequisites:** BSM 315, BSM 410, and BSM 470